



## VILLAGE OF CLARENDON HILLS MANAGER'S REPORT

June 5, 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 - No weekly report

### Calendar (Can be found on front page of Village website [www.clarendonhills.us](http://www.clarendonhills.us))

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

### Village Calendar

#### 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, 7:30 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, 7:30 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, 7:30 AM - 2:00 PM @ Downtown Prospect Avenue

[More Details](#)

## MEMORANDUM

**To:** Village President Austin and Board Trustees  
**From:** Kevin Barr, Village Manager  
**Date:** June 5, 2020  
**Subject:** Weekly Report

- **Village Businesses Open for Outdoor Dining-** With the Stage 3 order now in place, restaurants are starting to reopen to provide outdoor seating. The first weekend was a success. We are continuing to work with businesses to see how best this can be done. It is unclear at this point how long these will stay in place. It is likely that initial indoor seating guidelines will be limited (perhaps 50% capacity) so it may be beneficial to keep some outdoor seating.
- **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 opened for public access this week and is the location to purchase vehicle or pet licenses if you chose to do so in person.
- **State “Re-Opening” Plan** – The outdoor dining mentioned above is part of the guidelines for “Phase III” re-opening. This phase allowed 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.
- **Village Response to Protests** – The Village honors and promotes the right to peacefully assemble and protest. Though there have been many cases throughout the region and the country where vandalism has occurred, we are pleased that events held locally have not resulted in any damage. The Village has taken some precautions, such as increased staffing, to address potential concerns. As always, we are working with our neighboring communities to provide support as needed.



Enjoy the upcoming weekend and stay safe!

## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Maureen B. Potempa, Finance Director  
**Date:** June 5, 2020  
**Subject:** Department Report

1. May 1<sup>st</sup> 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](http://www.clarendonhills.us/388/Online-Bill-Pay). Beginning June 1<sup>st</sup> 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 (with the limit of 2 vehicles)

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 went on sale in June 1<sup>st</sup> and can be purchased for \$15.00 at the Police Department. 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](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  
Joe Ferrel, Operations Superintendent  
**Date:** June 5, 2020  
**Subject:** Weekly Report

1. Work completed in Chestnut Alley this week included the remainder of the concrete work, brushing in the small aggregate between the brick pavers, and a few other punchlist items. Crews will be installing piping in the sump pit on Saturday. Next week, the landscaping is expected to start.
2. Additional barricades were placed at the request of Starbucks, they will be adding tables to this area.
3. Public Works was able to secure additional tables for Starbucks and the Crêperie from the Clarendon Hills Park District.
4. Trash receptacles were removed on Wednesday in the Central Business District as a preventative measure in reaction to the damages suffered in other nearby communities on Tuesday night.
5. The first Farmers Market with new COVID preventions took place on Thursday. Public Works assisted in setting up and adding additional picket fences to guide visitors.
6. 60 new trees were planted, mulched and watered this week.
7. Crews worked on a variety of projects including ditch repairs, street signs, and lawn mowing
8. Crews cleaned out the planter bed at 88 Park and added new soil to assist with English Gardens planting of the summer flowers.
9. IDOT continues to work on the Chicago Avenue Bridge. The bridge will be closed during the construction. Ogden Avenue is designated as the detour route for through traffic to Hinsdale.



## MEMORANDUM

TO: Kevin Barr, Village Manager  
FROM: Dan Ungerleider, Community Development Director  
DATE: June 5, 2020  
RE: Department Report

1. **Chamber of Commerce Virtual Workshop.** Last Wednesday morning, the Chamber of Commerce held the second part of its two-part Workshop: Re-Opening - Your Businesses Physical Space. During the workshop, Kurt Volkman, Legat Architects' Director of Corporate and Commercial Architecture, reviewed issues to be considered by businesses as they prepare to re-open. Both parts of this series are posted on the Chamber's YouTube channel.
2. **Chamber of Commerce Farmers Market.** Yesterday morning the chamber hosted its first Farmers Market of 2020. Special appreciation goes out to Laura Marquardt for organizing this event and encouraging safe practices, such as mask-wearing and social distancing.

3. **Downtown Revitalization Project.**

The concrete retaining wall is almost finished; only two sections to go. Curbing and sidewalks were installed on the south-side of Burlington Avenue. On Thursday morning, the County of DuPage flew a drone of the project area, including the train station, streetscape, and Chestnut Alley improvements. The video they produced is posted [\[here\]](#). A second video will be taken in the fall when much of the project has been completed.



4. **Building Permits.** In May, the Village issued twenty-four (24) permits, having a total reported construction value of \$625,830. So far in June, the Village has issued three (3) permits, having a total reported construction value of \$29,912.

## VILLAGE OF CLARENDON HILLS POLICE DEPARTMENT



DATE: June 5, 2020  
To: Village Manager Kevin Barr  
From: Chief P. Dalen  
Subject: Weekly Activity Report

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### **Civil Unrest:**

This past week, the Department has been busy with mutual aid requests. Officers were sent to assist Oak Brook PD on Sunday and Monday as well as Oak Park PD on Sunday. We also contributed one officer to a mutual aid task force and one officer to assist with the Hinsdale protest on Wednesday. We continue to staff additional personnel.

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. 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. However, officers will continue to handle non-emergency calls via telephone.

### **Training and Events:**

- Several officers participated in firearms training.
- I participated in the weekly teleconference conducted by ISP Director Kelly. Covid19 and the current civil unrest were discussed.
- Officers have been completing Court Smart and Police Law training.

### **Events this past week:**

May 29, 9:30am, officers responded to the Lions Pool for a criminal damage to property report. Unknown subjects cut a large hole in the fence.

May 29, 1:43pm, officers spoke with a complainant regarding an identity theft. The complainant advised that someone used her identity to collect unemployment. Pending.

June 2, 2:05pm, officers met with a complainant about inappropriate communications between his daughter and a subject on Instagram. Pending

June 2, 8:50pm, officers were dispatched to the Lions Pool for a group of teens trespassing inside the pool area. The teens were released from the scene to their parents.