



VILLAGE OF CLARENDON HILLS MANAGER'S REPORT

June 12, 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)

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 \(7\)](#)

 [Village Calendar](#)

Special Village Board Meeting
June 15, 2020, 6:30 PM @ Virtual
[More Details](#)

Cancelled - 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](#)

Dancin' in the Street Virtual Concert
June 24, 2020, 7:00 PM @ Facebook
[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 12, 2020
Subject: Weekly Report

- **Village Businesses Open for “Phase 3” Process** - As we have been reporting, businesses have been allowed to re-open following certain guidelines. For restaurants this means only outdoor dining. This continues to be a work in progress, but so far we do not believe the loss of parking has resulted in problems. Our best guess is that “Phase 4” will be reached by the end of the month. We do not yet know what the specific rules will be at that point.
- **Staff Response to Coronavirus Pandemic** – We continue to work under the assumption that the Village Hall will be open, at least for limited purposes, for public use sometime in July. This will coincide with the substantial completion of the Streetscape project. The Police Department is now open for public access.
- **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. DuPage County received funding (about \$160 million) and the State has indicated that municipalities in counties that received direct funding should go to them for support. We are asking for a minimum of the same “per capita” amount that the State has pledged for other (mostly downstate) communities. The County is expected to make further decisions in the next week or two.
- **Village Response to Protests** – The Village honors and promotes the right to peacefully assemble and protest. We have not had any organized gatherings in town. There have been gatherings in neighboring communities, including Hinsdale. These events have been peaceful. The Village has provided staff support to assist our neighbors. Village operations have returned to normal, starting this week.

Enjoy the upcoming weekend and stay safe!

MEMORANDUM

To: Kevin Barr, Village Manager
From: Maureen B. Potempa, Finance Director
Date: June 12, 2020
Subject: Department Report

1. This week marks the end of the audit for financial year ending December 31, 2019. As I was updating the Demographic information I wanted to make special note that once again for the third year in a row in 2020 the Village of Clarendon Hills was named #1 in Best Places to Live in Illinois, #1 Suburb to live in Illinois and #2 in Best Places to Raise a Family in Illinois by Niche.com
2. Vehicle Stickers can be purchased in person at the Clarendon Hills Police Department. They are due July 1st. Sales are also 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 (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.

3. Pet License Tag's went on sale in June 1st and can be purchased for \$15.00 at the Police Department. Proof of rabies inoculation is required.
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

- 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: June 12, 2020
Subject: Weekly Report

1. Trash receptacles were returned to the Central Business District. They had been removed as a preventative measure in reaction to the damages suffered in other nearby communities.
2. Crews watered the newly planted beds throughout the Downtown, plus the 60 trees planted last week and a number of areas that were planted following ditch repairs.
3. All areas were mowed and weed whipped.
4. A number of trees were removed and limbs that were wind damaged were pruned and collected.
5. Crews worked on a variety of projects including ditch repairs, street signs, and lawn mowing
6. Water samples were collected and taken to the lab for testing. Emergency Well #6 was run as a regular maintenance exercise.



7. 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.

CHESTNUT ALLEY UPDATE

Landscaping work in Chestnut Alley was completed this week. These plants were selected for use in the bioswale as they tolerate wet weather conditions and also aid in filtering stormwater run off.

Remaining work in the alley includes final installation of the pumps and controllers. Those items are expected to be completed in mid-July.

Also, some additional repairs need to occur to one businesses parking area which is complicated by underground heating tubes.



RICHMOND EDUCATIONAL GARDEN UPDATE

Vegetables, berries and herbs were planted in the Richmond Education Garden. Westmont Public Works installed a water service to allow for watering and procured a number of the plants which were donated by the Morton Arboretum.

Remaining items will be completed as time and budget allows. Those include sidewalk, dry riverbed, final grading and prairie plantings.



MEMORANDUM

TO: Kevin Barr, Village Manager
FROM: Dan Ungerleider, Community Development Director
DATE: June 12, 2020
RE: Department Report

- Downtown Revitalization Project - Train Station.** Construction of the concrete retaining wall along the inbound platform is complete. This wall will soon be made part of the new commuter shelters placed along the platform. During the next three to four weeks our focus will be the installation of underground utilities and stormwater facilities. Construction of the new commuter shelters will begin in July.
- Downtown Revitalization Project - Streetscape.** Street improvements are well underway in front of Village Hall. New stormwater facilities are now installed between the railroad tracks and Burlington Avenue. New curbing and sidewalks, framing shorter crosswalk and parking areas, are installed on the south side of Burlington Avenue. Work is underway removing the Golf Avenue curve to make way for a safer t-shaped intersection at Golf and Burlington Avenue.



Village Hall



Outbound Curb & Sidewalk



Retaining Wall Complete

** The Village Hall front door mail slot will remain closed and inaccessible until this work is completed in early July 2020. Please use the mailbox at Prospect Avenue, between Village Hall and the Public Library, when dropping off water bills and other payments. Thank you.

- Building Permits.** So far in June, the Village has issued nine (9) permits including in one (1) new home, having a total reported construction value of \$747,332.

VILLAGE OF CLARENDON HILLS
POLICE DEPARTMENT



DATE: June 12, 2020
To: Village Manager Kevin Barr
From: Chief P. Dalen
Subject: Weekly Activity Report

Residents, there have been car burglaries in surrounding municipalities, 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:

- I participated in the weekly teleconference conducted by ISP Director Kelly. Civil unrest was discussed.
- Officers have been completing Court Smart and Police Law training.
- Officer Calderon completed a juvenile officer training course.

Events this past week:

June 6, 12:45pm, officers spoke with a resident from the 200 block of Powell regarding an identity theft. Unknown subjects gained access to the resident's bank account.

June 6, 1:00pm, two officers assisted Hinsdale PD with a protest occurring in their town. The protest was peaceful.

June 6, 4:47pm, officers responded to the 200 block of Ann for a death investigation. It appears the elderly subject died from natural causes.

June 6, 9:05pm, officers responded to a hit and run crash that occurred in the 500 block of Chase. The complainant advised that her parked car was struck by a red vehicle. Officers could not locate the offender.

June 10, 6:27pm, officers responded to the 500 block of Burlington for a subject overdosing on heroin. The subject was taken to the hospital for evaluation.

MEMORANDUM

To: Kevin Barr, Village Manager
From: Brian Leahy, Fire Chief
Date: June 12, 2020
Subject: Weekly Department Report 2020-15 (2 weeks)

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 address vis telephone by Lt. Godek this week.
 - Next week Lt. Godek is beginning Fire Prevention/Life Safety Inspections. For now, he will be concentrating on occupancies with no contact or little contact such as apartment buildings, Condo buildings, and Townhouse buildings.
2. Training Report:
 - Firefighter outside practical training started back up on Wednesday June 3rd. Of course, social distancing practices and masks will be used by all personnel. Photos of this training.



3. Emergency Medical Services Report:
 - Over the past 19-20 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 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.
 - 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
- Du-Comm

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.
- This week we are preparing a grant request to the Illinois Emergency Management Agency (IEMA). Deputy Chief Krupp has been the main person handling this. Today I received two documents that we had President Austin sign and this grant for Covid 19 related expenses will be submitted over this weekend.
- On Tuesday, June 2nd the Hinsdale Fire Department notified me of organized protests planned for downtown Hinsdale on June 3rd. At their request we set up the Clarendon Hills Emergency Operations Center (EOC) because these protests were planned for Garfield and Chicago Avenues which are very close to the Hinsdale Village Hall, Fire and Police Departments. This incident if it became out of control would be too close to the Hinsdale EOC. If activated their personnel would use the Clarendon Hills EOC. The use of other village EOC's was practiced over the past few years during Tabletop exercises.

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 Tuesday I attended the monthly meeting of the Du-Comm Fire/Police Chiefs Committee on Zoom. Normal business was conducted. There were also discussions regarding the COVID 19 incident and also many Civil Unrest situations.
- Tuesday was my last meeting as President of the Du-Comm Chiefs Committee. This two (2) year term as Vice President and then President was quite a bit of work but was very rewarding to lead this fantastic group of Chiefs which included representation on the Executive Board. It is a good feeling to know that the other 43 Fire/Police Chiefs at Du-Comm elected me to this position. I participated heavily during this time pushing for a change in the Fire Funding formula for Fire Department members of Du-Comm. My last meeting as a member of the Du-Comm Executive Committee meeting will be later this month. Burr Ridge Police John Madden will now assume the position of President of the Chiefs Committee and Oak Brook Fire Chief Barry Liss has been elected as the Vice President.

7. On June 1st I met on Zoom with representatives of McGrath Associates to discuss the fire department study. Fire Chiefs from Westmont and Hinsdale also attended.

8. On June 11th I met on Zoom with representatives of McGrath Associated again to talk about HR procedures within the fire department. Assistant to the Village Manager Zach Creer also attended.



9. The DuPage County ETSB had contractors back at our fire station this week to work on the final equipment installations for the county wide fire station alerting system. This work will finish up early next week.
10. Six (6) Birthday party drivebys were conducted during the last week using Ladder 86 and Medic 86.
11. Several lighting fixtures in the apparatus bay area of the fire department have failed and need new ballasts/drivers. The cost for these repairs (parts/labor) is about \$1,000. I have been working with the lighting contractor and he suggested using a Com Ed grant to get all new LED lighting in the apparatus bay area. The cost to install this new LED lighting is \$9,429. The Com Ed grant will pay for 81% of this cost. The out of pocket cost for this project would be \$1,794. I have signed the Com Ed grant request to obtain their final approval and we can hopefully go forward with this project. The new lighting fixtures carry a full 10-year warranty.
12. Vehicle Maintenance:
 - Medic 86 (2014 Freightliner) was returned to full service yesterday after being out of service for about 6 weeks.
 - Last 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 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. I have been informed yesterday that all of the required parts for these repairs have been located and acquired and it is hoped that this vehicle will be repaired later today.
13. 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.
 - Saturday, June 6th at 11:27 AM. Ladder 86 and Medic 86 responded for Com Ed wires down near 245 Burlington Ave. The fire department stood by until the arrival of Com Ed.
 - Saturday, June 6th at 8:10 PM. Ladder 86 and Medic 86 responded for a grill on fire at 106 Byrd Ct. Firefighters extinguished the fire, damaged was contained to the grill.
14. Mutual Aid Calls:
 - None
15. Fire/Rescue/EMS calls:
 - The Hinsdale Fire Department responded Automatic Aid to Clarendon Hills six (6) times.
 - The Clarendon Hills Fire Department responded Automatic Aid to Hinsdale six (6) times.
 - The Clarendon Hills Fire Department responded Automatic Aid to Westmont six (6) times
 - Clarendon Hills Medic 86 responded to assist the Westmont Fire Department one (1) time.
 - Clarendon Hills Medic 86 responded to assist the Hinsdale Fire Department one (1) time.
 - The fire department responded to forty-six (46) emergency calls in the past 14 days.

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

