



## VILLAGE OF CLARENDON HILLS MANAGER'S REPORT

June 19, 2020

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### 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))

#### June 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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

#### Wed Jun. 24

[Dancin' in the Street Virtual Concert](#)

#### Thu Jun. 25

[Chamber of Commerce Farmers Market](#)

#### Thu Jun. 25

[Administrative/Legislative Committee Meeting](#)

#### Wed Jul. 1

[Dancin' in the Street Virtual Concert](#)

#### Thu Jul. 2

[Chamber of Commerce Farmers Market](#)

#### Fri Jul. 3

[Village Offices Closed due to Holiday](#)

#### Mon Jul. 6

[Cancelled Village Board Regular Meeting](#)

**MEMORANDUM**

**To:** Village President Austin and Board Trustees  
**From:** Kevin Barr, Village Manager  
**Date:** June 19, 2020  
**Subject:** Weekly Report

- **COVID-19 Business Operation Update-** As of now we are still in “Phase 3” of the re-opening plan. It appears that Illinois, and our region, are trending towards “Phase 4” as early as June 26<sup>th</sup>. Though we expect this will allow for some relaxation of the guidelines, we have not seen details yet. For instance, it is unclear if this will allow for indoor dining. A possible scenario is that limited capacity will be allowed.
- **Staff Response to Coronavirus Pandemic/Village Operations** – The Village Hall remains closed to the public due to COVID 19 and the construction project, which does not allow for access to the front door. We are discussing the possibility of re-opening in July (when we expect the front door to be available) possibly with limited hours and staff. The Police Department is now open for public access. The status of public meetings will be reviewed at a later date in terms of Village Hall operations and the standards established by the State.
- **COVID 19 Funding** – After much discussion over the last several weeks, the DuPage County Board, in Committee, stated a policy to allow for “per capita” distribution of funds from the Federal Government as part of the first “CARES” Bill. This is the position taken by the Village and the DMMC as the most equitable way to account for the impact of the COVID-19 crisis. Assuming this is finally approved, which we expect, the Village should receive funding for substantial expenses incurred, particularly by the Police and Fire Departments.
- **County “District 2” Meeting** – The Village hosted a virtual meeting of County and local representative last week. We also participated in a similar meeting for “District 3”. The boundaries bisect the Village. This is an opportunity for us to discuss areas of mutual interest. In this case, substantial time was spent discussing the COVID-19 funding issue. We believe this opportunity to provide information was helpful to the County Board members.
- **Administrative Committee Meeting** – We are working to schedule a meeting of this committee to discuss the rubbish/recycling contract renewal. The goal is to work through the issues as best we can before introduction to the full Board at the July meeting.
- **Telecom Transfer**: Network upgrades were completed this week in conjunction with the libraries IT. This finalizes the project to switch telecom services which is expected to saving \$18,000 annually.
- **Laserfiche Cloud Upgrades**: Village staff continued meeting with our Laserfiche consultant this week to move our archive file service to the cloud and implement a paper free invoice routing and approval system.
- **File Server Changes**: This week, Village staff reorganized the Village’s share drive in order to facilitate a move to the cloud.

Enjoy the upcoming weekend and stay safe!

## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Maureen B. Potempa, Finance Director  
**Date:** June 19, 2020  
**Subject:** Department Report

1. Vehicle Stickers can be purchased in person at the Clarendon Hills Police Department. They are due July 1<sup>st</sup>. 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](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 (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 1<sup>st</sup> of each year and ends on June 30<sup>th</sup> 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  
**Date:** June 19, 2020  
**Subject:** Weekly Report

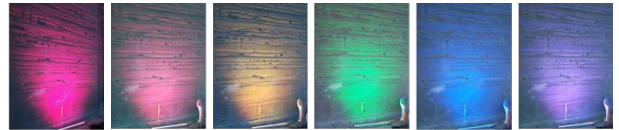
1. A final punch list was generated for the Chestnut Alley Project. The last major item is to install the pump controllers and pumps which were delayed in production. We expect delivery and installation by August 1.
2. Stump grinding occurred for trees that were removed by in-house crews. A longer list of trees slated for removal has been submitted to our contractor and we are awaiting a date to be scheduled.
3. We began taking appointments for inside water service repairs and installations.
4. Water samples were collected and taken to the lab for routine testing.
5. A broken b-box was repaired on Hudson.
6. Additional trash receptacles were returned to the Central Business District.
7. Water was shut off at a home under construction on Western Avenue that was watering new sod prior to a water meter being installed. A similar situation was discovered on Harris and the water was turned off until the builder installs a water meter.
8. With a lack of rain, heavy attention was placed on watering plants and parkway repairs from village projects. Homeowners that had restoration work performed by NICOR are reminded that they are responsible for watering sod from those repairs.
9. Crews worked on a variety of projects including utility locates, ditch repairs, street signs, and lawn mowing.



## MEMORANDUM

TO: Kevin Barr, Village Manager  
FROM: Dan Ungerleider, Community Development Director  
DATE: June 19, 2020  
RE: Department Report

1. **Downtown Revitalization Project - Train Station.** We made good progress this week with the installation of underground storm sewer installation between the in-bound platform and the retaining wall. The first part of the main station's bike shelter was framed and poured. On Thursday night we tested the programable RGB curtain lighting on the retaining wall. Once completed, the village will be able to "color" the station to commemorate holidays, monthly dedications, or other special occasions. Project updates are posted at [www.clarendonhills.us/dtrupdate](http://www.clarendonhills.us/dtrupdate).



RGB Lighting



First Footing (inbound bicycle shelter)

2. **Downtown Revitalization Project - Streetscape.** This week we continued to grade the Village Hall front lawn and install electric and stormwater utilities. Framing for the remaining curb and sidewalks begin on Friday.

**WWII Memorial.** The WWII memorial at the northwest corner of Prospect and Burlington Avenue desperately needed to be restored. An important component of the streetscape project will be to relocate the flagpole and memorial in front of the Village Hall Board Room. Before the plaque is remounted in the Fall, local resident and Eagle Scout candidate James Carlos Campbell is working with fellow Scouts to clean and restore the plaque to its original glory. Carlos plans to lead a formal dedication ceremony early fall 2020. Carlos shared his experience in an email he sent me yesterday (page 2).



**\*\* 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.**

3. **Building Permits.** So far in June, the Village has issued thirteen (13) permits including in two (2) new homes, having a total reported construction value of \$1,324,271.

[Rcvd - 6/18/2020]

"Hello,

Today we went to the metal shop of John LaMonica. We cleaned one side of the plaque. We are planning another trip on July 10 or 11.

The shop was not what I expected. John can clean, finish, re-purpose pieces, create pieces he designs. What a cool place. He works like his grandpa did 100 years ago. We went on a mini field trip of two plaques he worked on and displayed. He's done work all around the city. Amazing.

During the visit, John had questions about the mounting of the plaque. We will know what kind of metal the bolts should be and how they need to be treated or oiled, so they do not wreck or tarnish the plaque

John and I need to know how the plaque will be put back up. The more we talked, the more I think that the best way to go is to have John involved in mounting the plaque on to the Village Hall. He'd work with the construction people and the CH workers. I want it done just right and John's the one to do that.

I get it that my project budget will pay for all of Mr. LaMonica's help so if it costs more, I can raise the money. From what I saw today, I know it's worth it to have it put back up by a master blacksmith and metal smith. I want to be sure this is OK with Dan U.

Since the plaque was in CH for 70 years, it's my best thoughts to clean this up, protect it and display it for at least 100 years or more. Until the next Eagle Scout comes along and thinks like the same way.

Sincerely,

James Carlos Campbell"



## VILLAGE OF CLARENDON HILLS POLICE DEPARTMENT



DATE: June 19, 2020  
To: Village Manager Kevin Barr  
From: Chief P. Dalen  
Subject: Weekly Activity Report

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

Vehicle stickers and animal tags are now on sale. Both can be purchased at the police department. To purchase and 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:**

- Officers had roll call training on the Department's pursuit policy.
- Officers are completing on-line training pertaining to landlord-tenant law.
- Officers are completing Court Smart training on 1<sup>st</sup> amendment rights and obstructing/resisting laws.

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

June 12, 4:15pm, officers responded the 200 block of Coe for a fraud report. The victim had a direct check deposit rerouted to an unknown account. Pending.

June 12, 5:00pm, officers spoke with a resident from the 200 block of Richmond regarding a fraud report. The victim was advised, by an unknown caller, that his Amazon account was hacked. To fix the account, the victim was told to purchase gift cards and read the numbers on the cards to the caller. Pending.

June 16, 8:33am, officers responded to the 10 block of Waverly for a burglary to motor vehicle report. The victim's unlocked vehicle was rummaged through.

June 17, 12:51pm, officers responded to the Jewel Foods for a hit and run car crash. The victim's parked car was struck by vehicle pulling out of a parking spot. The offender is a heavy-set white female, sporting a large skull tattoo on her upper right arm.

June 18, 7:15pm, officers responded to Chicago and Jackson for a single car crash. Witnesses reported the vehicle was traveling at a high rate of speed and crashed into the construction barriers at Chicago and the Rte. 83 bridge. Upon arrival, officers noted that the driver displayed indicia of intoxication. The driver failed field sobriety tests. After a brief trip to the hospital for minor injuries, the Western Springs resident was taken back to the station and charged with transportation of open alcohol and DUI.



## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Brian Leahy, Fire Chief  
**Date:** June 19, 2020  
**Subject:** Weekly Department Report 2020-16

1. Fire Prevention Bureau Activity during the past week.
  - Fire Prevention/Life Safety Inspections were started back up by Lt. Godek this week, concentrating on occupancies with no contact or little contact such as apartment buildings, Condo buildings, and Townhouse buildings. Twelve (12) inspections were conducted.
  - Lt. Godek is trying to balance the start up of the Fire Inspections along with the uptick of Code Enforcement cases regarding mostly property issues.
2. Training Report:
  - Eighteen Firefighters attended fire suppression training on Wednesday evening.
3. Emergency Medical Services Report:
  - Over the past 20-21 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
    - Amita Health (Hinsdale and Lagrange Hospitals)
    - MABAS Division 10 Fire Chiefs
4. Clarendon Hills/Hinsdale FD sharing of services report:
  - On Monday, I will be meeting with the Hinsdale and Westmont Fire Chiefs regarding the expansion of the sharing of services. Right now we are focusing on faster response times, automatic aid, etc.
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 submitted a grant request to the Illinois Emergency Management Agency (IEMA) for COVID 19 reimbursement of expenses related to PPE, Sanitizing supplies and personnel costs for all village departments. Deputy Chief Roger Krupp has been the main person handling this. I must say that Deputy Chief Krupp is doing an excellent job on this. He has attended several webinars to obtain the most up to date submission information so that we can get as much money as possible returned to the village related to this pandemic.  
**Thank You Roger!**

6. Du-Comm Report:

- On Thursday morning I attended the monthly meeting of the Du-Comm Fire Chiefs Committee on Zoom. Normal business was conducted. There were also discussions regarding the COVID 19 incidents.

7. The DuPage County Fire Station Alerting Phase 2 equipment installation was completed yesterday. Some minor work remains, but basically this project is completed.

8. On Monday morning, I was informed by on duty firefighters that one of the water heaters in the fire station no longer works and needs to be replaced. Lt. Skrypek, and Firefighters Gallagher and Niemeyer said let's save some money and we can do it ourselves. FF Gallagher went to Home Depot picked up the heater and 2 hours later water heater was installed. I would like to thank all of them for stepping up to do this and saved the village money.

9. All new LED light fixtures were installed in the apparatus bay of the fire station today. This project was completed with the help of a Com Ed grant paying for 81% of the cost. These new fixtures use less electricity, are brighter, require less maintenance and have a 10 year warranty.

10. Two (2) Birthday party drivebys were conducted during the last week using Ladder 86 and Medic 86.

11. With the acquisition of a sanitizing fogger, firefighters have used this to help sanitize the inside of vehicles including Medic 86. This is also used to sanitize all rooms in the fire station to eliminate the possible spread of the COVID 19 virus.

12. Vehicle Maintenance:

- Medic 86 (2014 Freightliner) has another minor air leak that was repaired at the fire station yesterday.
- 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. The repairs were done inside at the fire station last night and now everything is working correctly.

13. Incidents of Interest:

- Firefighter Paramedics responded to one (1) potential COVID 19 related call during the past week in Clarendon Hills.
- Tuesday, June 16<sup>th</sup> at 5:43 PM. Medic 86, Squad 86 and Hinsdale Engine 84 responded to a vehicle accident on 55<sup>th</sup> St. at Holmes Ave. One (1) injured patient was transported to a local hospital.
- Tuesday, June 16<sup>th</sup> at 6:49 PM. Ladder 86 and Medic 86 responded for a grill on fire behind 108 Arthur Ave. Grill was extinguished by firefighters with the damage contained to the grill.
- Thursday June 18<sup>th</sup> at 7:41 PM. Medic 86, Squad 86 and Hinsdale Engine 84 responded for a vehicle accident with injuries on Chicago Ave. at Jackson St. One (1) injured patient was transported to a local hospital.

14. Mutual Aid Calls:

- None



15. Fire/Rescue/EMS calls:

- The Hinsdale Fire Department responded Automatic Aid to Clarendon Hills four (4) times.
- The Clarendon Hills Fire Department responded Automatic Aid to Hinsdale five (5) times.
- The Clarendon Hills Fire Department responded Automatic Aid to Westmont two (2) times
- Hinsdale Medic 84 responded to one (1) EMS call in Clarendon Hills
- The fire department responded to twenty six (26) emergency calls in the past week.

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

