



## VILLAGE OF CLARENDON HILLS MANAGER'S REPORT

June 26, 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))

July 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
28	29	30				
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

**Village Calendar**

[Dancin' in the Street Virtual Concert](#)  
July 1, 2020, 7:00 PM @ Facebook  
[More Details](#)

[Chamber of Commerce Farmers Market](#)  
July 2, 2020, 7:30 AM - 2:00 PM @ Downtown Prospect Avenue  
[More Details](#)

[Village Offices Closed due to Holiday](#)  
July 3, 2020, All Day  
[More Details](#)

[Cancelled Village Board Regular Meeting](#)  
July 6, 2020, 7:00 PM @ Board Room  
[More Details](#)

[Chamber of Commerce Farmers Market](#)  
July 9, 2020, 7:30 AM - 2:00 PM @ Downtown Prospect Avenue  
[More Details](#)

[Firefighters' Pension Meeting](#)  
July 10, 2020, 9:30 AM @ Village Hall Main Building  
[More Details](#)

[Chamber of Commerce Meeting](#)  
July 15, 2020, 9:00 AM @ Board Room  
[More Details](#)

[Chamber of Commerce Farmers Market](#)  
July 16, 2020, 7:30 AM - 2:00 PM @ Downtown Prospect Avenue  
[More Details](#)

[Zoning Board of Appeals and Planning Commission Meeting](#)  
July 16, 2020, 7:30 PM @ Board Room  
[More Details](#)

[Village Board Regular Meeting](#)  
July 20, 2020, 7:00 PM @ Board Room

## MEMORANDUM

**To:** Village President Austin and Board Trustees  
**From:** Kevin Barr, Village Manager  
**Date:** June 26, 2020  
**Subject:** Weekly Report

- **COVID-19 Business Operation Update**- As of today the State is entering “Phase 4” of the re-opening plan. This allows for some additional activity, including the possibility of limited indoor seating at restaurants. Given that this is limited, and in any case it is still best to physically distance, we are planning to continue the existing outdoor dining possibilities into the near future.
- **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 had been planning to open to the public, on a limited basis, after the July 4<sup>th</sup> holiday. It now appears that the project will be delayed somewhat (though the work is continuing for all to see) and expect to open closer to August 1<sup>st</sup>. In any case, staff is transitioning towards more “office” work starting in July.
- **COVID 19 Funding** – Work continues on this issue. As of now it appears the County has extended the initial deadline for submittal beyond June 30. We expect that an IGA with the County will be presented to the Board at the July 20 Meeting for review/approval.
- **Administrative Committee Meeting** – The Committee met on Thursday afternoon primarily to discuss proposals for renewal of the rubbish/recycling agreement with Republic. Based on recommendations made by the Committee, we expect to have a formal recommendation for consideration by the full Board at the July 20 Meeting. We also briefly discussed issues such as downtown dining and placement of reflectors/rocks on parkways. We expect to have further discussion of both issues at the July 20 Meeting as well.
- **July 4<sup>th</sup> Holiday** – July 4<sup>th</sup> this year falls on a Saturday. The holiday is thus observed on July 3<sup>rd</sup>. I would remind that all Village offices will be closed that day. Enjoy the holiday weekend.
- **Virtual Concerts**: The first of two Virtual concerts was this past Wednesday and the next one will be July 1<sup>st</sup> at 7 PM. The venue of the filming is our very own Infinity dealership and the band Westside Winders will be performing. This concert can be viewed on our Facebook page as well as the Chamber of Commerce’s. Be sure to order your food from our local restaurants prior to the concert.

Enjoy the upcoming weekend and stay safe!

## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Maureen B. Potempa, Finance Director  
**Date:** June 26, 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 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  
**Date:** June 26, 2020  
**Subject:** Weekly Report

1. While practicing appropriate COVID precautions, crews performed meter checks and installed a few meter reading devices in residences. This practice had been suspended earlier in the year.
2. With a lack of rain, heavy attention continued to be 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.
3. Crews worked on a variety of projects including utility locates, ditch repairs, street signs, and lawn mowing.
4. A water main valve was repaired at Norfolk and Woodstock.
5. A sink hole on Richmond was dug up and the cause was found to be a storm sewer pipe that separated from a manhole. The force of the stormwater overtime caused three sidewalk squares to be washed out underneath. Additional stone was placed in that void.
6. Preventative maintenance was performed on a number of vehicles, along with general safety inspections.
7. We welcomed our new summer worker Matt Montroy!

**MEMORANDUM**

TO: Kevin Barr, Village Manager  
FROM: Dan Ungerleider, Community Development Director  
DATE: June 26, 2020  
RE: Department Report

1. **Downtown Revitalization Project - Train Station.** This week, in addition to ongoing underground utility installation, framing for the bike shelter concrete retaining wall was erected. The wall will part of the structure supporting the extending roof from the main shelter to the east. Project updates are posted at [www.clarendonhills.us/dtrupdate](http://www.clarendonhills.us/dtrupdate).



2. **Downtown Revitalization Project - Streetscape.** This was a busy week for this component of the Downtown Revitalization Project. This week we witnessed installation of underground electrical utilities for streetlights, landscaping lighting, and security camera. Curbs and many of the sidewalks along Burlington and Prospect (north of the tracks) were framed and poured. During discussions with the general contractor I learned that the entrance to Village Hall will not be completed by July 4<sup>th</sup> as was originally reported. Due to delays in product delivery, completion will be delayed by 2 to 3 weeks. I will post a new schedule once I learn more.
3. **DuPage Mayors and Managers Workshop.** On Thursday morning I was a panelist for a Transportation Funding Workshop presented by the DuPage Mayors and Managers Conference. Panelists reviewed available Federal, State and Regional funding programs for local transportation related projects. I shared the background of the Village's success in coordinating and finding funding for its Downtown Revitalization Project. I expressed the importance of community planning, building partnerships and patience.
4. **Building Permits.** So far in June, the Village has issued twenty (20) permits including in two (2) new homes, having a total reported construction value of \$1,423,771. The department has approximately thirty (30) active permit applications under review, and one hundred twenty (120) active permits.

**VILLAGE OF CLARENDON HILLS  
POLICE DEPARTMENT**



DATE: June 26, 2020  
To: Village Manager Kevin Barr  
From: Chief P. Dalen  
Subject: Weekly Activity Report

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**Training and Events:**

- Officers are completing AED/CPR training.
- Officer Kane will be moving on to the second phase of the FTO program.
- A local resident invited members of the Department to join their 1<sup>st</sup> annual Juneteenth celebration. We thank them for the opportunity to engage with the community.



**Events this past week:**

June 19, 12:34pm, officers responded to the Clarendon Arms apartments for a burglary to motor vehicle. Unknown subjects entered an unlocked vehicle and stole credit cards. Pending

June 19, 6:00pm, a commuter reported his bicycle was stolen from the train station. Pending.

June 20, 4:43pm, officers cited a subject for smoking cannabis while driving. A friend came to the scene to drive the car away.

June 21, 11:00pm, officers responded to an apartment at 285 N. Richmond for a verbal domestic. Officers quelled the situation.

June 24, 6:30am, officers responded to the 200 block of Ann for a drug overdose. The subject was transported by CHFD.

June 24, 5:11pm, officers spoke with a resident regarding an identity theft. An unknown person used the victim's credentials to file for unemployment.

June 24, 6:45pm, officers responded to the 200 block of Coe for a domestic battery. The offender was taken into custody and charged with two counts of domestic battery. He was transported to DuPage County Jail.

## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Brian Leahy, Fire Chief  
**Date:** June 26, 2020  
**Subject:** Weekly Department Report 2020-17

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. Nine (9) 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:
  - Twenty (20) Firefighters attended fire suppression training on Wednesday evening.
3. Emergency Medical Services Report:
  - Over the past 21-22 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 La Grange Hospitals)
4. Clarendon Hills/Hinsdale FD sharing of services report:
  - On Monday, I met with the Hinsdale and Westmont Fire Chiefs on Zoom regarding the expansion of the sharing of services. Right now, we are focusing on faster response times, automatic aid, etc. Next week changes will be made to the DuPage County CAD which will automatically send a Westmont Engine into Clarendon Hills for specific incident types depending on location to obtain a quicker response.
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.
  - Two (2) grant requests have been submitted for PPE and personnel costs. We are in the process of submitting another grant request in a few weeks for more costs associated with COVID 19.

6. Du-Comm Report:

- On Wednesday morning, I attended my last monthly meeting of the Du-Comm Executive Committee. Normal business was conducted. There were also discussions regarding the COVID 19 incidents. My responsibilities on this committee have been handed off to Oak Brook Fire Chief Barry Liss.

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. In 2015 the Insurances Service Office (ISO) reviewed the Village of Clarendon Hills Fire Department, Water Department and dispatch services with a Public Fire Protection Class (PPC) rating. In 2015 we were elevated to a rating of "3". I have been notified that we will be re-rated in 2020 again. This process has begun with preliminary flow testing by the water department, review of training, staffing, equipment, etc. in the fire department also our dispatch services. Changes done since 2015 include water main replacements with larger diameter and better fire flows, change from 3 to 4 FF's on duty, additional training procedures, mutual aid training, a change in dispatch centers, a county wide Computer Aided dispatch (CAD) system and a county wide Fire Station Alerting (FSA) system. All of these items have provided an improvement. It is my hope that these improvements will allow us to gain extra points to move to a PPC of "2". On site meetings with the ISO will begin in August.

9. All new LED light fixtures were installed in the apparatus bay of the fire station last week. 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. Vehicle Maintenance:

- Medic 86r (2007 International) (back up ambulance) failed the Safety Lane test because of an exhaust leak. This vehicle is now at International in Joliet getting repairs and will be back next week.

12. Incidents of Interest:

- Firefighter Paramedics responded to one (1) potential COVID 19 related call during the past week in Clarendon Hills.
- Monday, June 22<sup>nd</sup> at 7:52 PM. Ladder 86, Medic 86, Engine 86, Squad 86, Chief 86, Hinsdale Engine 84 and Westmont Engine 183 responded to a single family home struck by lighting at 261 Holmes Ave. Firefighters found smoke in the house and a small fire in the wall and ceiling. The roof was cut open and also the inter wall and ceiling. Fire extinguished quickly by firefighters. There was also electrical damage in the house because of the lightning. ComEd disconnected the power remotely through the smart meter. Damage is estimated at about \$75,000.
- Friday, June 16<sup>th</sup> at 6:06 AM. Medic 86, Squad 86 and Hinsdale Engine 84 responded to a vehicle vs. Bicycle accident on Norfolk at Hiawatha. One (1) injured person transported to a local hospital.

13. Mutual Aid Calls:

- None

14. Fire/Rescue/EMS calls:

- The Hinsdale Fire Department responded Automatic Aid to Clarendon Hills three (3) times.
- The Clarendon Hills Fire Department responded Automatic Aid to Hinsdale three (3) times.



- Clarendon Hills Medic 86 responded to one (1) EMS call in Hinsdale.
- The fire department responded to eighteen (18) emergency calls in the past week.

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

