



## VILLAGE OF CLARENDON HILLS MANAGER'S REPORT

July 10, 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))

<b>July 2020</b>							<b>Mon Jul. 13</b>
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
28	29	30	1	2	3	4	<a href="#"><u>DUPAGE COUNTY PUBLIC HEARING</u></a>
5	6	7	8	9	10	11	<a href="#"><u>AND PUBLIC COMMENT PERIOD FOR</u></a>
12	13	14	15	16	17	18	<a href="#"><u>UPDATES TO THE 2020-2024</u></a>
19	20	21	22	23	24	25	<a href="#"><u>CONSOLIDATED PLAN AND 2020</u></a>
26	27	28	29	30	31	1	<a href="#"><u>ANNUAL ACTION PLAN ELEMENT OF</u></a>
							<a href="#"><u>THE CONSOLIDATED PLAN</u></a>
							<b>Wed Jul. 15</b>
							<a href="#"><u>Chamber of Commerce Meeting</u></a>
							<b>Wed Jul. 15</b>
							<a href="#"><u>Administrative and Legislative</u></a>
							<a href="#"><u>Committee Meeting</u></a>
							<b>Thu Jul. 16</b>
							<a href="#"><u>Chamber of Commerce Farmers Market</u></a>
							<b>Thu Jul. 16</b>
							<a href="#"><u>Zoning Board of Appeals and Planning</u></a>
							<a href="#"><u>Commission Meeting</u></a>
							<b>Mon Jul. 20</b>
							<a href="#"><u>Special Village Board Meeting</u></a>
							<b>Mon Jul. 20</b>
							<a href="#"><u>Cancelled Village Board Regular Meeting</u></a>



1 N. Prospect Avenue  
Clarendon Hills, Illinois 60514  
630.286.5400

## MEMORANDUM

**To:** Village President Austin and Board Trustees  
**From:** Kevin Barr, Village Manager  
**Date:** July 10, 2020  
**Subject:** Weekly Report

- **COVID-19 Business Operation Update**- No real changes to point out this week, other than to note that several restaurants have begun to allow indoor seating and appear to be following the appropriate guidelines. The Village continues to support our businesses as they work to find ways to serve their customers.
- **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 still hoping to open to the public, on a limited basis, by the end of July. Staff has transitioned to more “in office” work starting this week. So far it is working well.
- **COVID 19 Funding** – We are continuing to work through this issue with other DuPage communities and still anticipate that an IGA will be presented at the July 20 Meeting for review/approval. As of now we anticipate being eligible for about \$450,000 in reimbursement for COVID 19 related expenses.
- **DuPage Health Department School Opening Guidelines** - Attached is a notification from the Department regarding school reopening's. I thought you might find it of interest.

Enjoy the weekend and stay safe!

111 N. County Farm Rd., Wheaton, IL 60187

Date: July 8, 2020  
TO: DuPage County School Leaders  
FROM: Karen Ayala, MPH, Executive Director  
Rashmi Chugh, MD, MPH, Medical Officer  
SUBJECT: Interim COVID-19 Prevention Guidance and Considerations for Schools

With the shared understanding that the DuPage County Health Department, as a certified local health department, under the Illinois Administrative Code, has no formal legal authority to provide specific endorsement or enforcement for local school district COVID-19 policies, the DuPage County Health Department would like to provide the following public health guidelines regarding face coverings and social distancing.

These guidelines/recommendations are offered to assist school leaders in creating the safer school environments, while reducing the risks of unnecessary virus exposure, whenever possible. These guidelines are based upon both the Illinois Department of Public Health and Centers for Disease Control and Prevention and are intended to support the public health interests of the school community.

**SPECIFIC GUIDANCE:**

With respect to expected safety measures, public health recommendations continue to include the standard of 6-feet distance between and around persons in addition to face coverings.

It is also important to note face shields should not be used in lieu of face coverings/masks. Face shields and face masks serve different protective purposes and masks are currently understood to be effective as a form of source control to reduce the spread of COVID-19. Few exceptions to this expectation are supported by public health and are outlined in guidance issued by the Illinois State Board of Education on 6/30/2020: [www.isbe.net/Documents/FAQ-Part-3-Transition-Guidance.pdf](http://www.isbe.net/Documents/FAQ-Part-3-Transition-Guidance.pdf).

Understanding challenges associated with maintaining 6-feet distance, public health recommendations do not change but instead remind everyone to understand there is risk associated with any reopening. Additional considerations to address risk are provided by the CDC: [www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html](http://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html). We agree that if this requirement reduces the amount of time children are present in school, harm may outweigh potential benefits. While every effort should be made to maintain this physical separation, every school district needs to make decisions regarding prioritizing based upon specific and unique elements of the school building and classrooms.

To close, this guidance is effective and relevant as of this date, with the expectation that as our understanding of the virus and impacts on health change, this guidance will need to be revised and updated as well. Our shared goal with this guidance is to assure that DuPage County schools are doing everything possible to reduce known risks, stay open, and remain operational during the COVID-19 pandemic in the upcoming months.

We look forward to our ongoing discussion with school leaders and appreciate your continued partnership as we work through these challenges—TOGETHER!

## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Maureen B. Potempa, Finance Director  
**Date:** July 10, 2020  
**Subject:** Department Report

1. Vehicle Stickers can be purchased in person at the Clarendon Hills Police Department. Stickers were **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, Seniors 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 Tags went on sale on 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:** July 10, 2020  
**Subject:** Weekly Report

1. A fire hydrant was removed and replaced on the 0-100 block of Harris.
2. A poured concrete storm swale was installed on Burlington at Indian.
3. A safety meeting was conducted on Heat Stress. Various trees and plants were watered early in the week due to the extreme heat. They need to avoid heat stress too!
4. Crews worked on a variety of projects including new construction inspections, utility locates, ditch repairs, street signs, tree maintenance and lawn mowing.
5. Crews responded to heavy rains late Thursday night. Strong winds also damaged some trees.
6. In response to a resident observation, a cleanup of the Public Works Yard adjacent to Richmond Avenue was started Friday. Additional improvements are planned. We were even able to change the grey skies to blue!

**BEFORE**



**AFTER**



**BEFORE**



**AFTER**



## MEMORANDUM

TO: Kevin Barr, Village Manager

FROM: Dan Ungerleider, Community Development Director

DATE: July 10, 2020

RE: Department Report

- Building Permits.** So far in July the Village has issued six (6) permits having a total reported construction value of \$54,025.

- Code Enforcement.** So far this year the Village has had to issue 156 notices of violation (see chart to the right) compared to 113 issued for all of 2019.

One notable case involves property maintenance issues found at Tracy's Tavern. While it isn't surprising that Covid-19 has negatively impacted businesses like Tracy's Tavern, the property owner is still expected to maintain their property. Sadly, this week the Village was required to mow Tracy's properties and to lien their properties for this expense. We continue to reach out to the property owners to make sure these conditions are reasonably addressed in the future.

- Downtown Revitalization Project - Streetscape.** Initial paving work on Burlington, Prospect and Golf Avenues was completed this week. The contractor will return in Fall to complete the roads and install permanent brick crosswalks and striping. Lawn, bioswale and prairie areas along the railroad tracks and in front of village hall were prepared. Parkway trees and landscaping installation will be ongoing throughout the summer into early fall. Landscape watering will be conducted as required by the project contractor.



Bioswales in front of Village Hall taking shape

Train Station building Foundation

- Downtown Revitalization Project - Train Station.** This week underground electric was installed, and the main station building foundation was framed out. Next week we can expect to see the building to go vertical. Project updates are posted at [www.clarendonhills.us/dtrupdate](http://www.clarendonhills.us/dtrupdate).

- CH Chamber Unplugged –** Just in case you missed Wednesday nights' first unplugged concert. Great job, Henry JBC! [https://www.instagram.com/p/CCZmfuzjIVQ/?utm\\_source=ig\\_web\\_copy\\_link](https://www.instagram.com/p/CCZmfuzjIVQ/?utm_source=ig_web_copy_link).

VILLAGE OF CLARENDON HILLS  
POLICE DEPARTMENT



DATE: July 10, 2020  
To: Village Manager Kevin Barr  
From: Chief P. Dalen  
Subject: Weekly Activity Report

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*Residents, remember to lock your vehicles and homes. Do not leave keys, garage door openers or valuables in your cars. Car burglaries and car thefts are occurring in surrounding towns and in Clarendon Hills.*

**Officer Training:**

Officers have been completing on-line training pertaining to implicit bias, cultural competency and racial profiling.

**Events this past week:**

July 3, 11:13am, officers responded to the area of Norfolk and Iroquois for a reported domestic dispute. After a brief investigation, officers determined that the allegations were unfounded.

July 4, 1:29pm, officers responded to the 400 block of Commons for a missing juvenile report. Officer worked to locate the juvenile, who eventually returned home.

July 5, 4:36pm, officers responded to an apartment at 285 N. Richmond for a heroin overdose. The complainant administered Narcan. Transport refused by victim.

July 5, 8:21pm, officers stopped a Chicago resident for speeding on Ogden Ave. The driver turned out to be a missing juvenile, who was a ward of the State. The juvenile was released to DCFS.

July 6, 11:21am, officers spoke with a resident from the 200 block of Churchill regarding an identity theft. An unknown subject used the victim's credentials to obtain unemployment benefits. Pending.

July 6, 3:14pm, officers spoke with a resident from the 400 block of Colfax regarding an identity theft. An unknown subject attempted to use the victim's credentials to withdraw money from the victim's checking account. Pending.

July 9, 2:00pm, officers responded to the station for a missing person report. Officers worked to locate the missing adult.

## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Brian Leahy, Fire Chief  
**Date:** July 10, 2020  
**Subject:** Weekly Department Report 2020-18 (2-week report)

1. Fire Prevention Bureau Activity during the past week.
  - Fire Prevention/Life Safety Inspections were started back up by Lt. Godek last week, concentrating on occupancies with no contact or little contact such as apartment buildings, Condo buildings, and Townhouse buildings. Six (6) inspections were conducted. One (1) Final Occupancy was also 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:
  - Wednesday evening, July 1<sup>st</sup>, Twenty five (25) Firefighters participated in training. Captain Sobottke and Engineer Laffey instructed the group on the finer details of operating fire pumps at emergency incidents. This was also an outside drill.
3. Emergency Medical Services Report:
  - Over the past 23-24 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)
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.
  - 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.
  - On Saturday, June 27<sup>th</sup> a member of the fire department tested positive for COVID 19. I performed contract tracing for members within the fire department to determine who this person had contact with in the department. The other members who did have contact were tested for COVID 19 and came back negative at this time. The member who tested positive

self-quarantined for the CDC recommended 10 days and is now symptom free and has been cleared to return to work today. I worked with the DuPage Health Department for guidance on this situation. They were extremely helpful and very responsive to my calls on the weekend.

6. Du-Comm Report:
  - No report.
7. Two (2) Birthday party drivebys were conducted during the last week using Ladder 86 and Medic 86.
8. 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.
  - Ladder 86 was transported to Wirfs Industries in McHenry for annual preventive maintenance, minor repairs, Pump service testing and UL Ladder testing. It is expected that this vehicle will be there for 2 to 3 weeks.
9. Incidents of Interest:
  - Saturday, June 27<sup>th</sup> Firefighters responded to a gas leak inside of a house at 142 Woodstock Ave.
  - Monday, June 29<sup>th</sup>, Medic 86 Paramedics responded to Hosek Park for a teenager severely assaulted by other individuals.
10. Mutual Aid Calls:
  - None
11. Fire/Rescue/EMS calls:
  - The Hinsdale Fire Department responded Automatic Aid to Clarendon Hills seven (7) times.
  - The Clarendon Hills Fire Department responded Automatic Aid to Hinsdale three (3) times.
  - The Clarendon Hills Fire Department responded Automatic Aid to Westmont two (2) times.
  - The Clarendon Hills Fire Department responded Automatic Aid to Oak Brook five (5) times
  - Clarendon Hills Medic 86 responded to two (2) EMS calls in Hinsdale.
  - The fire department responded to forty four (44) emergency calls in the past two (2) weeks.

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

