



## VILLAGE OF CLARENDON HILLS MANAGER'S REPORT

July 17, 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))

### July 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	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	31	1

### Mon Jul. 13

[DUPAGE COUNTY PUBLIC HEARING  
AND PUBLIC COMMENT PERIOD FOR  
UPDATES TO THE 2020-2024  
CONSOLIDATED PLAN AND 2020  
ANNUAL ACTION PLAN ELEMENT OF  
THE CONSOLIDATED PLAN](#)

### Wed Jul. 15

[Chamber of Commerce Meeting](#)

### Wed Jul. 15

[Administrative and Legislative  
Committee Meeting](#)

### Thu Jul. 16

[Chamber of Commerce Farmers Market](#)

### Thu Jul. 16

[Zoning Board of Appeals and Planning  
Commission Meeting](#)

### Mon Jul. 20

[Special Village Board Meeting](#)

### Mon Jul. 20

[Cancelled Village Board Regular Meeting](#)

## MEMORANDUM

**To:** Village President Austin and Board Trustees  
**From:** Kevin Barr, Village Manager  
**Date:** July 17, 2020  
**Subject:** Weekly Report

- **COVID-19 Business Operation Update** -- No real changes again this week, other than one of the tents coming down. 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, now by the beginning of August. transitioned to more “in office” work starting this week. So far it is working well.
- **COVID 19 Funding** – This week the DuPage County Board approved a funding formula for providing COVID related expense money to municipalities. An IGA is required for each community and is included on the July 20 Meeting agenda for approval. This will allow us to be eligible for about \$453,000 in reimbursement. Expenses incurred through the end of the calendar year are eligible. On a related note, the Fire Department has gathered and submitted for FEMA reimbursement as well. It appears we have been granted about \$25,000 so far through this source. Thanks to the Chief, Deputy Chief Krupp and others on staff for working through this issue.
- **DuPage Health Department Call** – I participated in the weekly call early in the week. Several things of note were discussed including: 1) Cases, after going down consistently for several weeks, have seen an uptick over the last week or so; 2) The average age of those testing positive has gone down noticeably, from 47 previously to about 39 the last two weeks; 3) No doubt related to #2 they have clear reports of infections after people attended “parties/large social gatherings. The Department stressed the need to continue the three W’s – Washing hands; Wearing masks and Watching your distance.
- **Drive-in Movie** -- The Village is sponsoring a Drive-in Movie on July 23<sup>rd</sup> at the Christian Church of Clarendon Hills. Tickets are sold out! And we are expecting a large (but properly distanced) crowd. Thank you to the Chamber of Commerce for partnering on this event.
- **Cloud Transition** – The Community Development Department moved all their files into a Microsoft cloud solution through Microsoft Teams as a trial before moving all the Village’s files. By utilizing our existing licenses, we are planning to move all of our files and eliminate our main village server at no additional cost to the Village. This will save in ongoing maintenance costs and future capital costs.
- **Administrative and Legislative Committee** -- The Administrative and Legislative Committee met on Wednesday evening to review the Refuse RFP. The Committee will be bringing forward recommendations on Monday.

Enjoy the weekend and stay safe!

## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Maureen B. Potempa, Finance Director  
**Date:** July 17, 2020  
**Subject:** Department Report

1. On Wednesday July 15<sup>th</sup> the Finance Committee Chair Carol Jorissen, President Len Austin, along with Village Manager Kevin Barr and myself met with Dan Berg from Sikich, LLP (village auditor) to review the annual audit and financial report. The Village had another successful audit, Dan Berg will be virtually attending the July 20<sup>th</sup> Board Meeting to give an overview of the comprehensive annual financial report and will be available to answer any questions.
2. 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 1st of each year and ends on June 30th of the next year.

3. 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.
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](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:** Joe Ferrel, Operations Superintendent  
**Date:** 7/17/2020  
**Subject:** Weekly Report

1. Public Works took delivery of 8 cubic yards of biosolids from the Downers Grove Sanitary District to use at the Richmond Garden. Biosolids are a processed organic material that is free and a great fertilizer. The biosolids were mixed with topsoil and placed in planter beds. Just another way for the Village to stay green and help the environment.
2. PW brought back and stored another dozen light pole from the Burlington train station project.
3. Oil changes and maintenance to the Police squad and pumps used for watering were performed by the in-house mechanic.
4. Speaking of watering, many hours have been devoted to watering the Business District flower beds and pots, flower beds throughout town, newly planted trees, landscaping projects and the new plantings in the Chestnut Alley. We had two tanks on a trucks and trailer active most of the week.
5. An air compressor used to maintain the Villages 500,000-gallon reservoir failed this week. Staff caught the problem during their daily inspections and made the repairs before any negative effects occurred to the high demand operations of the water system.
6. Storm issues were addressed on Chestnut Avenue and landscaping completed. Landscaping was also completed from the fire hydrant replaced last week along with several other excavations previously accomplished.
7. Parkway inspections, utility locates, monthly water samples, barricades for the farmers market and cleanup of the Business District rounded off the productive week for the Public Works.

## MEMORANDUM

TO: Kevin Barr, Village Manager  
FROM: Dan Ungerleider, Community Development Director  
DATE: July 17, 2020  
RE: Department Report

1. **Building Permits.** So far in July the Village has issued eleven (11) permits, including one new home, having a total reported construction value of \$406,531.

2. **Downtown Revitalization Project**

- a. **Funding.** Most notably, the Village's previously awarded grant from Metra was formally increased to \$3,750,000 during the June 15 Metra Board of Directors meeting. With this increase, the total downtown revitalization project is approximately funded 66% from external sources.
- b. **Streetscape.** Much of this week was preparing plant beds, parkway tree planters and landscape areas. The remaining concrete work is temporarily on hold awaiting materials. The new stairs were rejected due to quality issues. These stairs will be replaced over the next few weeks. The same will be happening with the front porch and stairs, installed by a separate contractor. The front porch will be reinstalled before the end of the month as well.

As was reported in the current Trustee Topics, a key component of the streetscape improvements will be relocation of the flagpole and WWII Memorial. Local resident and Eagle Scout candidate James Carlos Campbell, working with fellow Scouts, has completed the restoration of the memorial plaque, and has it stored for installation onto the new memorial wall. I'd share a picture, but I'd rather first show it off at the rededication ceremony in the fall. As noted in Trustee topics, we are very thankful.

- c. **Train Station.** Construction continues as scheduled.
  - d. **West Hinsdale Commuter Station.** The West Hinsdale Commuter Station will be closed during August and September to accommodate much needed platform repairs at that station. Commuter using that station are being asked to use the Hinsdale main station and the Clarendon Hills station. Clarendon Hills is encouraging these commuters to park in metered spaces along Burlington Avenue and to cross at the pedestrian crossing east of Golf Avenue. More information is posted on the Village's website.
3. **CH Chamber Unplugged.** Just in case you missed it, the Chamber had its second unplugged concert [\[link\]](#). Please visit the Chamber's website to learn about how we can support our local businesses during these covid-times. The Chamber's gift card kiosk is open for business at <https://www.clarendonhillschamber.com/giftcards>.

## VILLAGE OF CLARENDON HILLS POLICE DEPARTMENT



DATE: July 17, 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 surrounds towns and in Clarendon Hills.

### **Officer Training:**

Officers are completing Court Smart on-line training.  
Officers are in the process of CPR recertification.

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

On July 10, 9:19pm, officers responded to the 10 block of Waverly for a domestic trouble complaint. Officers helped resolve the situation.

On July 11, 12:20am, officers responded to the 300 block of Coventry Ct. for a criminal damage to property report. An unknown subject damaged the complainant's garage door keypad.

On July 11, 12:18pm, officers responded to the 10 of Gilbert for a crisis intervention. The person in question was transported for evaluation.

On July 12, 6:38pm, officers responded to the 10 block of Walker for an identity theft complaint. The complainant's credentials were used to withdraw cash from her bank account. Pending.

On July 16, 3:00pm, officers responded to the 100 block of Burlington for a domestic situation. Officers gave the complainant advice.

On July 16, 2:50pm, officers responded to a multi-vehicle crash on Rte. 83. One of the drivers involved had a revoked drivers license. The revoked driver was taken into custody and issued a citation. His vehicle was administratively towed.



## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Brian Leahy, Fire Chief  
**Date:** July 17, 2020  
**Subject:** Weekly Department Report 2020-19

1. Fire Prevention Bureau Activity during the past week.
  - Fire Prevention/Life Safety Inspections were started back up a few weeks ago by Lt. Godek last week, concentrating on occupancies with no contact or little contact such as apartment buildings, Condo buildings, and Townhouse buildings. Four (4) 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:
  - Wednesday evening, July 15<sup>th</sup>, Twenty (20) Firefighters participated in training. Because of the rain and lack of a training room large enough to accommodate the fire fighters and maintain social distance, training was conducted on the apparatus bay floor area. Firefighters broke down into several groups of three and went through the operation of many pieces of small equipment including saws, fans, extrication tools, small power tools, portable lighting, gas meters, radio equipment, etc.
3. Emergency Medical Services Report:
  - Over the past 24-25 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 week for more costs associated with COVID 19. Today I received notification that one of these grants were awarded.



- One (1) of our three (3) outdoor warning sirens was not working. This siren was repaired by Fulton Contractors this week. The problem was found to be that a squirrel chewed through a radio antenna cable which interrupted the radio signal between DuComm and the Siren.

6. Du-Comm Report:

- On Wednesday morning, I attended the monthly meeting of the DuComm Fire Chiefs on Zoom. Normal business was conducted along with discussions regarding CAD issues, Fire Station Alerting, Pulse Point procedures, Storm dispatching procedures and the review of two large incidents related to dispatching.

7. This morning I received notification from FEMA that our first COVID 19 related grant request has been approved. This first grant was for our first round of costs related to PPE and Infection control supplies. We were awarded the full amount for our requests in the amount of \$25,268.56. We will have thirty (30) days to accept or decline these funds. I would like to thank and commend Deputy Chief Roger Krupp for all of the time and research he put into getting the most money from this grant as possible. **THANK YOU!**

8. Vehicle Maintenance:

- Medic 86r (2007 International) (reserve 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 on Monday, July 6<sup>th</sup> for annual preventive maintenance, minor repairs, Pump service testing and UL Ladder testing. It is expected that this vehicle will be there for 5 to 6 weeks.

9. Incidents of Interest:

- Thursday, July 16<sup>th</sup> at 2:53 PM. Medic 86, Squad 86 and Hinsdale Engine 84 responded for a vehicle accident with injuries on Rt. 83 northbound just south of 55<sup>th</sup> St. One (1) injured patient transported to a local hospital.
- Thursday, July 16<sup>th</sup> at 8:44 PM. Ladder 86 and Medic 86 responded for a grill on fire outside of the residence at 537 Willowcreek Ct. Fire extinguished by firefighters. No damage to the structure.

10. Mutual Aid Calls:

- None

11. 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 five (5) times.
- Clarendon Hills Medic 86 responded to one (1) EMS call in Hinsdale.
- Clarendon Hills Medic 86 responded to one (1) EMS call in Willowbrook for Tri State FPD.
- The fire department responded to twenty two (22) emergency calls in the past week.

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

