



## VILLAGE OF CLARENDON HILLS MANAGER'S REPORT

July 24, 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

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 24, 2020  
**Subject:** Weekly Report

- **COVID-19 Business Operation Update-** No real changes again this week. 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, though at this point we think the earliest would be in about two (2) weeks. WE continue to provide all services remotely and business can be carried out at the Police Department as well.
- **COVID 19 Community Update** – As a general reminder, the virus is still in community spread throughout the region including, of course, Clarendon Hills. According to DuPage County records, we have had 24 positive cases in the last 14 days (as against 87 since the pandemic hit our area. This proves that the virus is still a factor in the community. Though we do not have specifics, it does appear that the virus is being spread primarily to younger people (under 30) at a higher rate than before. We continue to urge our residents, businesses and visitors to remain vigilant and to practice proper distancing procedures, including wearing masks when outside of the home and inside businesses.
- **Du-Comm Board Meeting** – I participated in this meeting on Tuesday morning. Regular business was held including confirmation of the decision to waive one quarterly payment from each member. This is possible because of a general financial condition review that confirmed a reduction in reserves was warranted. In our case the one-time savings will be about \$52,500.
- **Budget Procedure Review** -- Planning is beginning for the CY 2021 Budget. Finance Director Potempa, Assistant to Manager Creer and I met on Wednesday to discuss the process and any potential changes to the format. We will continue this process with department heads as we move forward.
- **Drive-In Movie Event** -- On Thursday Night, the Village and the Chamber held a movie night at the Clarendon Hills Christian Church. Overall, it was sold out, but the event unfortunately experienced a no-show rate of 40%. Thank you to the Chamber for all their work on this event.
- **Refuse RFP** – The Refuse RFP was delayed to negotiate a 90-day extension with Republic as discussed on Monday night. Despite some scheduling issues, we are hopefully to get something from Republic late next week to finalize. That would allow us to update the RFP with the new dates.

Enjoy the weekend and stay safe!

## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Maureen B. Potempa, Finance Director  
**Date:** July 24, 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 1st of each year and ends on June 30th 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 24, 2020  
**Subject:** Weekly Report

1. The contractor for Chestnut Alley received the pumps and controllers from the manufacturer. Subcontractors will be in to run conduit and pour the equipment pad next week. The following week we expect the pumps and electronics to be installed. ComEd will be energizing the meter next week and final connections will be done after the other equipment is installed.
2. Our contractor was in town removing trees and grinding stumps this week. Public Works will be out Monday and Tuesday filling holes with black dirt, seed and straw.
3. A sweep for storm damage and downed limbs occurred on Monday. Brush was hauled out later in the week.
4. Sidewalk replacement locations were identified for this year's contract.
5. Crews were called in early Monday to address communication failures at the Maple Water Metering Station. Staff was able to address the issue and communication with this remote site was restored.
6. The large stump on Chestnut was removed and landscaped. The tree fell in the prior week's storm.
7. The Chamber sponsored a Drive-In Movie at the Christian Church of Clarendon Hills on Thursday night. Public Works provided garbage cans, tables, generators, barricades, and cones. On Friday, we did a sweep to pick up any litter left from the event.
8. Staff assisted the Police Department to install a camera in the triangle Downtown.
9. A number of refresher JULIE locates were completed at Prospect and Burlington to facilitate the next phase of construction.
10. Crews responded to a water contractor that ran into problems installing a new service on Thursday. The water main on Western was temporarily shut down to allow the plumber to complete his work.
11. Metropolitan Pump was called out to replace the low flow pump at Park Avenue Retention Basin.
12. Additional work was completed at Richmond Gardens. Black dirt and the base for a walking path was installed. General weeding was also completed.
13. Staff met with an HVAC contractor for an assessment of Village Hall air conditioners.
14. Staff met with a contractor to get bids for window replacement at Village Hall and to replace trim at the entrance of the Police Department.
15. Crews worked on a variety of projects including new construction inspections, utility locates, ditch repairs, street signs, tree maintenance and lawn mowing.

## MEMORANDUM

TO: Kevin Barr, Village Manager  
FROM: Dan Ungerleider, Community Development Director  
DATE: July 24, 2020  
RE: Department Report

1. **Building Permits.** So far in July the Village has issued seventeen (17) permits, including one new home, having a total reported construction value of \$510,572.
2. **Downtown Revitalization Project**
  - a. **Streetscape.** Reconstruction of the Village Hall front porch and stairs is scheduled to begin Saturday morning. Work is expected to be completed during the first week of August. The original restoration work was rejected by the Village. A schedule for other concrete work in front of Village Hall has not yet been established.
  - b. **Train Station.** Construction continues as scheduled. Exterior concrete walls of the main shelter are expected to be poured later today. Give that the temporary commuter shelter trailer has had very limited use, we may move the construction offices into that shelter and provide a covered canopy for commuter shelter during rain. Moving the construction offices into the trailer adjacent to Prospect Ave will reduce trailer rental costs and provide more space for construction and improvements within the construction area.
  - c. **Gates.** Yesterday BNSF installed a utility pole at the west side of Prospect Avenue, north of the railroad tracks. This pole will provide electrical service to the new gates and the mechanical shed being relocated from the east side of Prospect Avenue to make way for the new outbound commuter shelter. BNSF will also be removing the multiple utility poles and overhead wiring from the south side of Burlington Avenue, between Prospect Avenue and the pedestrian railroad crossing by the second week in August.
  - 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. 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.
  - e. **1 Walker Ave.** I just learned that 1 Walker has been purchased. I hope to meet with the new building owner next week to discuss opportunities. This is the third downtown property purchase/investment in downtown Clarendon Hills I have been able to report over the past six months. The other two were 30 S Prospect for a planned new restaurant and 211 Burlington for a local distillery.
3. **CH Chamber Unplugged.** The Chamber held its first drive-in movie last night in the Christian Church of Clarendon Hills' parking lot. Concessions were provided by local businesses, and like the virtual Dancing in the Street concerts, business were given the opportunity to market to those in attendance. 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 24, 2020  
To: Village Manager Kevin Barr  
From: Chief P. Dalen  
Subject: Weekly Activity Report

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Vehicle stickers are due by August 1<sup>st</sup>. Please purchase your stickers on-line or at the Police Department.

### **Officer Training:**

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

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

On July 17, 2:22pm, officers responded to the 400 block of Chicago Ave. for a crisis intervention. The subject in question was transported for evaluation.

On July 19, 7:37am, officers responded to the 5700 block of Concord Ln. for a neighbor dispute. Officers quelled the situation.

On July 19, 9:01am, officers responded to the 200 block of Holmes for a missing juvenile report. Officers were able to locate the juvenile and reunite her with her parents.

On July 20, 11:21am, officers responded to the Lions Pool for a criminal damage to property complaint. Unknown subjects cut a hole in the fence that surrounds the pool.

On July 20, 3:00pm, officers responded to the Jewel for a suspicious person falling asleep in the checkout line. Officers located the subject in her car. She had her pants down and was in the process of "shooting up". After a brief investigation, the Willowbrook resident was charged with DUI and her vehicle was administratively towed. Possession of controlled substance charges are pending lab results.

On July 21, 1:38am, officers responded to the 500 block of Willowcreek Ct. for a burglary to motor vehicle report. Unknown offenders stole credit cards and cash out of the victim's unlocked car.

On July 21, 5:51pm, officers spoke with two complainants at the station regarding an aggravated assault. The complainants advised that an older male pointed a gun at them during argument over a parking spot at the Jewel. Officers were able to identify the offender. Charges pending.

On July 21, 6:33pm, officers responded to the 500 block of Willow Creek Ct. for a burglary to motor vehicle report. The victim had credit cards stolen from his unlocked car.

On July 22, 6:18am, officers responded to the 10 block of McIntosh for a residential burglary complaint. Area residents witnessed two shirtless, younger black males run from a garage in the McIntosh alley. The males fled northbound McIntosh in a black Infiniti. Hinsdale officers attempted to stop the vehicle in their town but terminated the attempt when the vehicle accelerated to a high rate of speed.

On July 22, officers responded to several motor vehicle burglaries. The burglaries occurred on Tuttle, Norfolk, McIntosh, Coe, and Stonegate. All of the vehicles were unlocked.

## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Brian Leahy, Fire Chief  
**Date:** July 24, 2020  
**Subject:** Weekly Department Report 2020-20

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 22<sup>nd</sup> Nineteen (19) Firefighters participated in training.
3. Emergency Medical Services Report:
  - COVID 19 Procedures have been in place and amended periodically since March 16, 2020.
  - 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. Last week I received notification that one of these grants were awarded. Funds from this grant were accepted electronically on Tuesday.
  - We are now also working with MABAS Illinois regarding possible additional COVID 19 Funding reimbursements.
6. Du-Comm Report:
  - No report
7. This week I received a check from the Village of Hinsdale in the amount of \$2,886.76. This was for reimbursement for our assistance to the Hinsdale Fire Department with a Hazardous Materials Incident on I-294 on May 31, 2019.

8. Today the quarterly meeting of the Firefighter Pension Board was conducted via Zoom. Normal business was conducted. We received the quarterly investment report from our investment manager Tom Sawyer. He reported that the value of the fund has increased by about 6% during the first six (6) months of 2020. Also due to some changes in the state law we have to make some amendments to the fund investment policy. Tom will be working with Maureen and the pension board will vote on this at the next meeting on October 9, 2020.
9. Vehicle Maintenance:
  - Medic 86r (2007 International) (reserve ambulance) failed the Safety Lane test because of an exhaust leak and other emission problems. This vehicle is now at International in Joliet getting repairs and will hope to get it back soon.
  - 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.
10. Incidents of Interest:
  - Friday, July 17<sup>th</sup> at 6:02 PM. Engine 86, Squad 86, Medic 86, Chief 86, Hinsdale Engine 84 along with fire apparatus from Tri State and Westmont responded to a report of a structure fire at 29 Gilbert Ave. Upon arrival firefighters found a fire inside the garage at the residence. The fire extinguished quickly with minimal damage.
11. Mutual Aid Calls:
  - None
12. Fire/Rescue/EMS calls:
  - The Hinsdale Fire Department responded Automatic Aid to Clarendon Hills five (5) times.
  - The Clarendon Hills Fire Department responded Automatic Aid to Hinsdale two (2) times.
  - Clarendon Hills Medic 86 responded to one (1) EMS call in Westmont.
  - The fire department responded to nineteen (19) emergency calls in the past week.

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

