



# VILLAGE OF CLARENDON HILLS MANAGER'S REPORT

August 21, 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))

Chamber of Commerce Farmers Market  
August 27, 2020, 7:30 AM - 2:00 PM @ Downtown Prospect Avenue

◀ September ▶ 2020 ▼

Su	M	Tu	W	Th	F	Sa
30	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

📅 Village Calendar

Chamber of Commerce Farmers Market  
September 3, 2020, 7:30 AM - 2:00 PM @ Downtown Prospect Avenue  
[More Details](#)

Village Offices Closed - Labor Day  
September 7, 2020, All Day  
[More Details](#)

Cancelled Village Board Rescheduled Regular Meeting  
September 8, 2020, 7:00 PM @ Board Room  
[More Details](#)

Clarendon Blackhawk Mosquito Abatement Dist. Meeting  
September 8, 2020, 7:00 PM @ Village Hall Main Building  
[More Details](#)

Chamber of Commerce Farmers Market  
September 10, 2020, 7:30 AM - 2:00 PM @ Downtown Prospect Avenue  
[More Details](#)

Chamber of Commerce Meeting  
September 16, 2020, 9:00 AM @ Board Room  
[More Details](#)

Jump To:

📅 Village Calendar (10)

## MEMORANDUM

**To:** Village President Austin and Board Trustees  
**From:** Kevin Barr, Village Manager  
**Date:** August 21, 2020  
**Subject:** Weekly Report

- **COVID-19 Business Operation Update** – Operations continue more as less as they have, though the tent is back up in front of I Want Candy. Please continue to support our local businesses.
- **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, which we hope to update next week. We continue to provide all services remotely and business can be carried out at the Police Department as well. Staff is on-site, in any case, every day to provide public support as needed. We are also working with our staff to address the impact of their own children dealing with remote education.
- **COVID 19 Health Department Update** - I participated on the weekly call with the Health Department on Monday morning. Unfortunately, the general tone continues to be one of concern given that the case count continues to track up, both in the State and the County. Monitoring is occurring regarding school re-opening.
- **Meeting Regarding Residential Security** – On Monday evening President Austin, Police Chief Dalen, Asst. to the VM Creer and I met to discuss personal security messaging in the community. We noted that there have continued to be incidents such as car burglaries and, more alarmingly, carjacking's in the area. Though we agreed Clarendon Hills is generally a safe community, we also agreed it is important for residents to be cognizant of their surroundings and to use common-sense precautions such as locking of cars. We will continue to stress these issues through various public safety announcements.
- **Annual TIF Meeting** – The annual meeting for the Ogden Avenue TIF was held on Monday afternoon. We are pleased to report that the TIF is in sound financial condition, operating as anticipated. We also discussed the desire to plan for the near future when we anticipate seeing a surplus in the Fund. We are planning to budget for further planning in 2021.
- **Chamber of Commerce Meeting** – I attended this meeting on Wednesday morning along with other Village staff members. The Chamber continues to work to support businesses through these difficult times. We also discussed continued funding of downtown music, including a jazz combo tonight (Friday).
- **Budget Planning** - Meetings continued this week to discuss capital budget planning for 2021 and beyond. The plan is for this to lead to a Finance Committee meeting on this subject, as we have done in past years. As of now the overall financial picture looks better than we might have thought when the COVID-19 crisis began. We plan to make this presentation to the Board as part of the budget process.

Enjoy the weekend and stay safe!

## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Maureen B. Potempa, Finance Director  
**Date:** August 14, 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:** August 21, 2020  
**Subject:** Weekly Report

1. At the Chestnut Alley, our contractors worked on finalizing the electric to the panel and installing control devices this week. Small punch list items were also completed.
2. Crews hauled out brush from last week's storm. A list of hangers has been compiled and our tree contractor will be addressing those items in the coming days.
3. A storm sewer pipe was replaced on Holmes just south of Harris.
4. Water employees prepared various data and attended a meeting to assist the Fire Department with their ISO rating.
5. There was a lot of plant watering occurring as we continue to face very dry conditions.
6. Additional trash pick-ups were performed in the Downtown. Trash is now being picked up twice per day seven days per week. Additional containers have also been deployed.
7. Monthly water samples were taken and delivered to the lab for review.
8. Crews worked on a variety of tasks including parkway inspections, utility locates, lawn mowing, street sign repairs, and equipment maintenance.
9. The landscaping bed at Hiawatha and Algonquin was replanted. We will be adding plants at other locations in the coming weeks.





## MEMORANDUM

TO: Kevin Barr, Village Manager  
FROM: Dan Ungerleider, Community Development Director  
DATE: August 21, 2020  
RE: Department Report

1. **Building Permits.** So far in August the Village has issued eighteen (18) permits, including one (1) new home, having a total reported construction value of \$1,603,856.
2. **Chamber of Commerce.** On Wednesday, the Clarendon Hills Chamber of Commerce held their monthly meeting. In addition to normal business discussed, the Chamber reviewed the many improvements to member services implemented since the new year. The Chamber Board also expressed their appreciation of the Village's support during these COVID-times. Be sure to take a walk through the downtown tonight - you might get to hear some local live jazz at play. Great job Chamber!
3. **Downtown Revitalization Project**
  - a. **Streetscape.** As we get closer to the end of the summer, you'll begin to see the construction crew begin to finish the final touches in front of Village Hall and along Burlington Avenue. The contraction is scheduled to install brick cross walks, signs, patios, benches, and railings over the next few weeks. Due to IDOT restrictions, landscaping cannot be installed until September 15. With good weather, all should be completed before the end of September.
  - b. **Train Station.** Much of the structural work at the train station was completed of the past two weeks. Delivery of the steel structure is scheduled for delivery later next week. Also, please note that as of Monday, August 24<sup>th</sup>, the commuter parking lot will be closed for underground installation and curb/pavement reconstruction. Commuters have been instructed to park in previously designated areas, including on Burlington Avenue, Railroad Avenue, and South Prospect Avenue.
  - c. **Gates.** A preconstruction meeting has been scheduled for next week with BNSF. BNSF will be burying their overhead utility lines and relocating their mechanical shed to make way for new gates and the Village's new outbound shelter (2020).
4. **1 Walker.** Like everyone else, I read in the newspaper that a new restaurant is planned for the restaurant space on Railroad Avenue. Last night the owner of the building and his partner reached out to me to begin discussions about next steps and permitting for the new restaurant. I will do my best to keep everyone informed the restaurant plans move forward.
5. **Tierra Distilling - 211 Burlington.** The Village received a formal building permit for Tierra Distilling early this week. Tierra Distilling Company will be a green distillery specializing in making flavored spirits, including whiskeys (Chocolate whiskey, Rye, and Bourbon), brandies (apple, peach, and grape), liqueurs (Limoncello, Coffee Liqueur), gins, and other specialty spirits. In September, the Village Board will be considering a grant request providing the building owner assistance with the cost of fire sprinklers, alarms and permitting.

## VILLAGE OF CLARENDON HILLS POLICE DEPARTMENT



DATE: August 21, 2020  
To: Village Manager Kevin Barr  
From: Chief P. Dalen  
Subject: Weekly Activity Report

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Failing to lock your cars and homes invites criminal activity. Please remember to lock up your belongings. Do not leave valuables or garage door openers in your cars.

When out and about please consider these tips to enhance your safety.

1. **Be aware of your surroundings:** Take note of who is around you. Know your location. Have an escape route if something happens.
2. **Put away electronic distractions:** It is difficult to know what is happening around you while looking at or talking on your phone.
3. **Scan the area:** Whether you are parking a car or just going for a walk, scan the area for people lurking about or watching you. If something does not feel right, it probably isn't.

### **Officer Training:**

- This month's Police Law Training pertains to officer mental health.
- Officers are completing Court Smart on-line training.

### **Recent events:**

On August 14, 8:16am, officers responded to the 10 block of Waverly regarding a violation of an order of protection. Charges pending.

On August 15, 1:43am, officers responded to the 200 block of Burlington for a crisis intervention. The subject in question was transported for evaluation.

On August 15, 4:49am, officers responded to the 500 block of Concord for the verbal domestic. Officers quelled the situation.

On August 16, 2:10pm, officers responded to the Jewel for a disturbance. Two customers were arguing after one told the other to wear a mask. Officers charged one of the parties with disorderly conduct.

On August 17, 2:01pm, officers responded to the 200 block of Powell for an identity theft complaint. An unknown subject attempted to use the victim's credentials to obtain a loan for a small business.

On August 17, 3:47pm, officers responded the 200 block of S. Prospect for a hit and run crash. The complainant's parked car was stuck by an unknown type of vehicle. Officers canvassed the area with negative results.

On August 17, 9:04pm, officers responded to the 400 block of Park for a road rage incident. The offending party punched the victim in the face after a verbal argument. The offender fled the scene.

On August 17, 10:33pm, officers responded to an apartment on 58<sup>th</sup> for a domestic trouble call. Officers gave the complainant advice.

On August 18, 4:00am, officers responded to an apartment at 284 Woodstock for a domestic trouble call. The offender left the scene prior to the officers arriving.



## MEMORANDUM

**To:** Kevin Barr, Village Manager  
**From:** Brian Leahy, Fire Chief  
**Date:** August 21, 2020  
**Subject:** Weekly Department Report 2020-21

1. Fire Prevention Bureau Activity during the past week.
  - Fire Prevention/Life Safety Inspections were started back up a several 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. Seven (7) inspections were conducted.
  - Lt. Godek is trying to balance the startup of the Fire Inspections along with the uptick of Code Enforcement cases regarding mostly property issues.
2. Training Report:
  - Wednesday evening, August 19<sup>th</sup> twenty (20) Firefighters participated in training. This was a joint pumping training exercise with the Hinsdale Fire Department.
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 La Grange 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:
  - Thursday morning I attended part of the Du-Comm Fire Chiefs committee on line.

7. On Wednesday, the Insurance Services Office (ISO) was on site at the fire station for our five (5) year ISO evaluation. The ISO determines a Public Protection Classification (PPC) for Clarendon Hills each year that is used by insurance companies to determine insurance premiums for homeowners, multiple family dwellings and commercial properties within Clarendon Hills. The ISO looks at three basic things when doing this review. The Water Department flows, hydrant locations, water main sizes, hydrant flushing program, etc. The Communication Center (DUCOMM), answering times, dispatch times, Vehicle GPS systems, mobile data computers, multiple call notification systems, radio systems, station alerting, etc. The Fire Department, training, staffing, call response times, number of firefighters on a call, automatic aid, mutual aid, vehicle maintenance, hose testing, Aerial Ladder testing, Fire Apparatus age, condition, pumping capabilities, small equipment, ground ladder testing, mapping, number of three (3) or more story buildings, travel distance to all areas in the village no more than 1.5 miles. Etc. We have spent several months getting ready for this important evaluation because it also effects the amount of a homeowner insurance premiums. We have a few more items we are working on to help boost our rating which we will provide to the ISO representative in the next few weeks. The ISO using a 1-10 rating scale with 1 being the best and 10 meaning no fire protection. In 2015 Clarendon Hills improved from a PPC rating of 4 to a PPC rating of 3. We are close to getting a 2 rating during this review. If we do receive a 2 rating, many properties in the village could realize a cost saving on their insurance premiums. I would like thank Deputy Chief Krupp, Captain Rediehs, Lieutenant Godek, Lieutenant Weil, Public Works Director McLaughlin and Water Department Supervisor Joe Ferrel for their hard work recently and over the past five (5) years for their improvements, maintenance and record keeping, and also for meeting with the ISO this past Wednesday.
8. Vehicle Maintenance:
- Medic 86 and 86r are now back in full service.
  - Ladder 86 annual maintenance and repairs were completed last week and Ladder 86 was returned for service. Ladder 86 has now developed some sort of electrical problem that is intermittent and will have to be taken back to McHenry next week for diagnosis and repairs.
  - Squad 86 annual maintenance and service was completed last week.
  - Engine 86 is now at Wirfs in McHenry for the annual service and repairs. **Yesterday the maintenance technicians have found some severe corrosion to some major frame components under the front and rear of this vehicle. Wirfs is evaluating our options regarding what is repairable and what needs replacement and estimated costs. Today the technicians have found several cracks in the body and compartment doors. These cracks are likely being caused by the frame corrosion problems underneath the vehicle. Wirfs is also evaluating our options to repair these cracks or if it a waste of time and money considering the frame problems underneath.**
9. Incidents of Interest:
- Friday, August 21<sup>st</sup> at 9:36 AM. The fire department responded for an electrocution at 282 Middaugh Rd. Upon arrival firefighters and paramedics found a contractor that that was working on the house that came in contact with some Com Ed primary lines while using a long pole. The contractor received a very high voltage and amperage shock and was treated by paramedics at the scene and transported to a local hospital in stable condition. Internal injuries to this patient are unknown at this time. Com Ed was called to the scene to repair damage caused by this contact.
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 two (2) times.
- The Clarendon Hills Fire Department responded Automatic Aid to Westmont two (2) times.
- 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.

