



Weekly REPORTS

September 22, 2023

Manager's Report

[Report 1.](#)

Finance Dept. Report

[Report 2.](#)

Public Works Dept. Report

[Report 3.](#)

Community Dev. Dept. Report

[Report 4.](#)

Police Dept. Report

[Report 5.](#)

Fire Dept. Report

[Report 6.](#)



VILLAGE CALENDAR

See www.clarendonhills.us

Thu Sep. 28

Farmers Market

MEMORANDUM

To: Village President Tech and Board of Trustees
From: Zachery Creer, Village Manager
Date: September 22, 2023
Subject: Weekly Report

- **Next Board Meeting** – Next Board Meeting is Monday, October 16th at 6:30 PM.
- **Employment Opportunity** – The Village has a vacancy for a part time Accounts Payable Fiscal Assistant. For more information please visit the website.
- **Fire Department Open House**- Saturday, October 7th from 11 AM to 2 PM is the Fire Dept Open House. Come see the fire trucks and fire demonstrations at the Fire Station. Enjoy some food, refreshments, and meet our firefighters along with Sparky the Fire Dog!
- **Halloween Walk** –The Chamber event is scheduled for October 28th, 3:30 pm-7:00 pm. Please note that the hours have changed this year.
- **Chamber Meeting**- AVM Johnson, Director Cage, and I attended the Chamber Member meeting.
- **55th Street Corridor Study**- Director Cage and I met with Ryan LLC for a kickoff for the 55th Street Corridor Study. The intent of the study is to create tools that can help address the infrastructure deficit in the area, and create another commercial tax base to fund essential village services.
- **Village Hall Closed 12pm, 9/22** - Village Hall will close at noon today for a staff event.
- **Farmers Market** - The Chamber of Commerce Farmers Market will continue this upcoming Thursday from 7 am to 1 pm here at the Village Hall Plaza. Check out the Chambers website for more information. <https://www.clarendonhillschamber.com/>

MEMORANDUM

To: **Zachery Creer, Village Manager**
From: **Maureen B. Potempa, Finance Director**
Date: **September 22, 2023**
Subject: **Department Report**

I am thrilled to announce that the vacant position in Finance/Utility Billing has been filled by an internal candidate. Melissa Chandler will be moving from her current part-time Staff Accountant position to a full-time position in Utility Billing. Melissa has been with the Village for just shy of 4 years and has consistently demonstrated exceptional dedication, competence, and a strong work ethic during her tenure in the Staff Accounting/Accounts Payable role. Melissa's performance in this capacity has been exemplary, and we believe that her skills will be a valuable addition to the Finance/Utility Billing department. We are confident that her attention to detail, financial acumen, and ability to adapt to changing circumstances will serve the Village well in this transition.

Please join me in congratulating Melissa on her new role!

Due to the internal personnel reshuffling, a vacancy has arisen within the Accounts Payable department. I anticipate that a job posting will be released early next week.

MEMORANDUM

To: Zach Creer, Village Manager
From: Joe Ferrel, Operations Superintendent
Date: 9-22-2023
Subject: Weekly Report

1. Burlington Avenue resurfacing is moving along with the final layer of asphalt being finished on Thursday. The contractor should complete landscaping, striping and cleanup within the next couple of weeks.
2. The Ann/Eastern/Byrd project is moving forward swiftly with the completion of storm water utilities to be completed by next week. The replacement of curb and gutter should start early next week.
3. The water operators had a busy week with monthly water samples along with disinfectant by product testing and lead/copper sampling. Utility locations were also completed.
4. Several vehicles went to state safety inspections. Tires were replaced on the trailer and inspections for the snowplow trucks will prompt the purchase of several other tires.
5. Some landscape and drainage issues were completed along with some storm structure repairs.
6. Hauling of spoil pile debris from the Public Works yard and multiple signs were replace and repaired due to vehicle damage.

**VILLAGE OF CLARENDON HILLS
POLICE DEPARTMENT**



DATE: September 22, 2023
To: Village Manager Creer
From: Chief P. Dalen
Subject: Weekly Activity Report

Recent Training, Meetings and Events

- This month's Police Law online training pertains to Supreme Court Rulings.
- This month's CourtSmart covers Law Updates and Human Rights.
- Officers participated in training regarding the Safe-T Act implementation.
- Officers participated in administrative tow roll call training.
- Sgt. Leinweber and I attended the IRMA Police Chief's Steering Committee meeting.

Recent incidents:

On September 15, 5:30pm, officers responded to the 200 block of Richmond for a criminal damage to property complaint. The complainant noticed that all her landscaping at the rear of her property was removed. After a brief investigation, it appears the neighbor's landscapers mistakenly removed it. The parties involved will work it out between themselves.

On September 16, 1:54pm, officers responded 55th Street for the report of a disturbance. Witnesses advised that a male subject was attempting to pull a female into his car. Pending.

On September 16, 2:09pm, officers responded to an apartment at 284 Woodstock for a report of a baby not breathing. CHFD transported the baby for evaluation.

On September 18, 8:41am, officers were called to the 100 block of Walker for a disorderly conduct complaint. An angry driver followed the victim to her work, exited his car, and began yelling about her driving. Officers were able to locate the offender at his Hinsdale residence. Advice given.

On September 19, 8:10am, officers spoke with a resident regarding an identity theft. The resident advised that she believes she left her debit card at the Jewel and subsequently noticed fraudulent activity on the card. Pending.

On September 19, 9:45pm, officers cited a subject for driving without a valid driver's license.

This week, officers began working with the Children's Center and DCFS regarding a child abuse case.

MEMORANDUM

TO: Zach Creer, Village Manager
FROM: Ed Cage, AICP, Community Development Director
DATE: September 15, 2023
RE: Community Development Department Report

1. **TIF Project/Economic Development Study:** Staff met virtually with Ryan Group to initiate the recently approved TIF/Economic Development Study. This was a productive meeting, and the study has some great opportunities for some underdeveloped properties in the 55th Street area. Staff needs to pull together some data for the consultants, to help to determine what qualifies and what does not qualify for the proposed new TIF district.
2. **Code Enforcement:** The following code enforcement activities occurred this week:
 - 10 block of S. Prospect: Elevator question answered.
 - 200 block of Park: Followed up on items at location.
 - 30 block of McIntosh: Permit check.
 - 300 block of Holmes: Fire violation, met with Mgt. to correct.
 - 130 block of Oxford: Noise complaint, sent notice to offending party.
 - 10 block of Gilbert: Tall grasses, contacted repeat offender.
 - 200 block of Burlington: Follow up on building complaint and setting an appointment.
 - 400 block of Chicago: Notice sent on boat issue.
 - 350 block of Ruby: Demolition check for upcoming demolition.
 - 400 block of Ridge: PW and Staff met with owner about ongoing sump pump issue to close.
 - 100 block of N. Prospect: Chronic offender IPMC violations. Found liable, citation \$750.00
 - 100 block of Rte. 34: Unresponsive on tall grasses/weeds. Found liable, citation \$750.00
3. **Chamber of Commerce:** Staff attended the regular Chamber of Commerce meeting and provided an update on various Village-related projects.
4. **104 Walker:** Staff is anticipating a revised set of plans and elevations, based upon the comments received at the Village Board meeting.

MEMORANDUM

To: Zachary Creer, Village Manager
From: Brian Leahy, Fire Chief
Date: September 22, 2023
Subject: Weekly Department Report 2023-25 (2 week report)

1. Fire Prevention Bureau Activity.
 - Lt. Godek has been very busy with Fire Prevention/Life Safety Inspections and many other issues related to fire alarms, development projects, etc. Over 12 inspections were conducted.
 - Lt. Godek and I are working on updating the fire prevention code for the village. This will take a few months to complete.
2. Training Report:
 - Wednesday evening, eighteen (18) firefighters attended regular weekly evening fire suppression training at the station. Pumping and hose relays were conducted.
3. COVID 19 Report:
 - Ambulances and Hospitals are seeing an uptick of COVID patients in the past week. We are keeping a close watch on these increases.
4. Emergency Medical Services Report:
 - Tuesday evening, twenty-two (22) Firefighter EMT's and Paramedics attended monthly continuing education conducted by a Loyola EMS Instructor.
 - On Tuesday, September 19th I attended the Loyola EMS Coordinators meeting virtually.
5. Emergency Management Report:
 - No report.
6. Du-Comm Report:
 - On Tuesday, September 12th I attended the monthly meeting of the DuComm Fire and Police Chiefs in Wheaton.
 - On Thursday, September 21st I attended the monthly meeting of the DuComm Fire Chiefs in Wheaton.
7. On Monday morning, September 11th, the annual 9/11 Ceremony was held at the fire station.
8. On Tuesday, September 12th I attended the monthly meeting of the DuPage County Fire Chiefs Association.
9. On Wednesday, September 13th I attended the monthly meeting of the MABAS Division 10 Fire Chiefs at the Pleasantview Fire Department.
10. Over the past 2 weeks the fire department attended five (5) block parties.

11. Vehicle Maintenance:

- Squad 86 was taken to Wirs in McHenry on Friday, September 1st for annual maintenance and minor mechanical repairs. We hope to have this vehicle back next week.
- Medic 86, 2022 Ford/Horton ambulance was taken to the dealer Foster Coach in Sterling early today for minor mechanical repairs and warranty paint work. We hope to get this vehicle back during the first week of October. Our reserve ambulance Medic 86r 2015 Freightliner/Horton is now in service until M86 returns.

12. Fire/Rescue/EMS calls:

- The Hinsdale Fire Department responded Automatic Aid to Clarendon Hills four (4) times.
- The Westmont Fire Department responded Automatic Aid to Clarendon Hills four (4) times.
- The Clarendon Hills Fire Department responded Automatic Aid to Hinsdale six (6) times.
- The Clarendon Hills Fire Department responded Automatic Aid to Westmont one (1) time.
- Medic 86 responded to one (1) EMS call in Hinsdale.
- Medic 86 responded to one (1) EMS call in Westmont.
- Saturday, September 9th at 11:37 AM. Medic 86, Squad 86 and Hinsdale Engine 84 responded to a vehicle accident with injuries on 55th St. at Holmes Ave.
- Friday, September 15th at 4:59 PM. Ladder 86, Engine 86 and Medic 86 responded for a shed on fire in the rear of 414 Traube Ave. Fire extinguished using tank water (500 gallons) damage to shed and contents estimated at \$10,000.
- Saturday, September 16th at 2:09 PM. Medic 86 and Ladder 86 responded to an apartment building in the N/W portion of the village for an infant in full cardiac arrest. Three (3) paramedics performed CPR, administered two (2) cardiac shocks with their defibrillator and were able to revive the infant before arrival at Hinsdale Hospital. The infant was then airlifted to Comer Childrens Hospital. I will be nominating the three paramedics, Jesus Hernandez, Brad Smith and Mike Dellilo for Loyola EMS awards and as the DuComm Telecommunicator who provided CPR instructions to the parents on the phone until paramedics arrived.
- Sunday, September 17th at 12:36 AM. Ladder 86, Engine 86, Hinsdale Engine 84 responded for a gas leak in the house at 144 McIntosh Ave.
- Tuesday, September 19th at 7:58 PM. Ladder 86, Medic 86 and Chief 86 responded for a gas leak at 41 58th St.
- The Fire Department responded to thirty-nine (39) emergency calls during the past 2 weeks.

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

