



# Weekly REPORTS

October 13, 2023

Manager's Report

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Finance Dept. Report

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## VILLAGE CALENDAR

See [www.clarendonhills.us](http://www.clarendonhills.us)

**Fri Oct. 13**

Firefighters Silent Parade

**Thu Oct. 19**

Farmers Market

**Mon Oct. 16**

Village Board Regular Meeting

**Sat Oct. 28**

Chamber of Commerce Halloween Walk

**Wed Oct. 18**

Chamber of Commerce Meeting

**Tue Oct. 31**

Trick or Treating

## MEMORANDUM

**To:** Village President Tech and Board of Trustees  
**From:** Zachery Creer, Village Manager  
**Date:** October 13, 2023  
**Subject:** Weekly Report

- **Next Board Meeting** – The Next Board Meeting is Monday, October 16<sup>th</sup> at 6:30 PM.
- **Budget Released**: CY 2024 Budget Draft has been released: <https://www.clarendonhills.us/Budget>  
Thank you to the Finance Staff as well as every department that spends a lot of time putting together this 145-page document every year. The first discussion of the budget is on Monday.
- **Centennial Committee**- The Centennial Committee met on Wednesday morning. The group agreed to an event schedule including a Centennial Block Party and is working through funding requests from various community groups.
- **Willowbrook Meeting**- Director Cage and I met with Willowbrook Village Manager and Public Works Superintendent to discuss the Village's boundary agreement with Willowbrook, and water infrastructure south of 55<sup>th</sup>. There seemed to be some projects of mutual interest in the area and we were happy with the dialogue.
- **Employment Opportunity** – The Village now has a vacancy for a Police Assistant. For more information and to apply, please visit the website. <https://www.clarendonhills.us/employment>
- **Yard Waste Stickers** – Reminder that LRS customers will NOT require a sticker for the months of October and November.
- **IRMA Board of Directors** – AVM Johnson attended the IRMA (Illinois Risk Management Agency) Board meeting as the Village's representative. New staffing positions, IRMA's annual budget and new accounting software were approved. Members of the risk management pool should expect a 3% - 3.5% increase to rates in 2024.
- **IRMA OSHA Compliance Assessment Visit** - AVM Johnson met with IRMA representatives this week to start the process of preparing for the Village's OSHA Compliance Assessment visit scheduled for Spring 2024.
- **Fiscal Assistant Accounts Payable Position Interviews** – AVM Johnson and Finance Department staff conducted the first round of interviews for the vacant Fiscal Assistant Accounts Payable position.
- **Boy Scouts Pumpkin Patch** – Cub Scout Pack 51 will be selling pumpkins along with games and prizes at the Village Hall Plaza on Sunday, October 15<sup>th</sup> from 1 PM to 4 PM.

- **Electronic Waste Collection** - Clarendon Hills residents with LRS service will be allowed to place accepted electronic waste items at their curb for collection by LRS if they call 844.NEED.LRS or submit a request at <https://www.lrsrecycles.com/schedule-clarendon-hills-e-waste-pickup/>. Residents who don't request and/or enroll for this service may not have items collected. When residents enroll, they are required to list the items for pick-up. Date of collection is October 23, 2023. This event will take place for one day only, and you must enroll. ***Enrollment deadline is October 19<sup>th</sup>.***
- **Farmers Market** - The Chamber of Commerce Farmers Market season will come to an end on Thursday, October 19<sup>th</sup> (weather permitting). It is held at the Village Hall Plaza from 7 am to 1 pm. Check out the Chambers website for more information. <https://www.clarendonhillschamber.com/>
- **Halloween Walk** -The Chamber event is scheduled for October 28<sup>th</sup>, 3:30 PM - 7 PM. Please note that the hours have changed this year.
- **Trick or Treating** – Village-wide trick or treating is October 31<sup>st</sup> from 3 PM to 7 PM.





1 N. Prospect Avenue  
Clarendon Hills, Illinois 60514  
630.286.5415

## MEMORANDUM

**To:** Zachery Creer, Village Manager  
**From:** Maureen B. Potempa, Finance Director  
**Date:** October 13, 2023  
**Subject:** Department Report

The Board of Trustees will be presented with the Draft Budget for CY2024 during the upcoming regularly scheduled board meeting on Monday. The budget document has been made accessible for public viewing on the Village website, and additionally, a printed copy is obtainable in the Village Hall foyer.

[www.clarendonhills.us/budget](http://www.clarendonhills.us/budget)

## MEMORANDUM

**To:** Zachery Creer, Village Manager  
**From:** Brendan McLaughlin, Public Works Director  
**Date:** October 13, 2023  
**Subject:** Weekly Report

1. Work progressed on Ann Street and Eastern Avenue in the Downtown. The asphalt layers were ground off this week and base patches were installed. We anticipate installing the base layer of asphalt on Wednesday of next week. After that, the crew will adjust the manholes and place the surface layer of asphalt the following week. The rains have delayed us this week, but we remain hopeful to get things wrapped up in the next two weeks.
2. At the train station, the weather delayed the installation of sidewalk heating elements this week. It is expected to occur next week.
3. A water main break was repaired on Gilbert on Friday morning.
4. Monthly water samples were taken this week.
5. Miscellaneous lawn mowing, tree trimming, and other work orders were completed.



1 N. Prospect Avenue  
Clarendon Hills, Illinois 60514  
630.286.5412

## MEMORANDUM

TO: Zach Creer, Village Manager  
FROM: Ed Cage, AICP, Community Development Director  
DATE: October 13, 2023  
RE: Community Development Department Report

1. **100 Park Ave:** Staff had a meeting with a potential retail user for 100 Park Ave.
2. **Willowbrook Meeting:** Staff in conjunction with the Village Manager met with representatives from Willowbrook to reaffirm the boundary agreement. This was in relation to the planned 55<sup>th</sup> Street TIF Study.
3. **ZBA/PC Meeting:** The regular ZBA/PC in November will have a public hearing regarding some zoning text amendments, such as a review of some parking requirements.
4. **Outdoor Dining Areas:** Staff in conjunction with Public Works, have started contacting the restaurants with outdoor dining areas in former parking spaces. The intent is to remove these areas before the weather starts to make these areas unusable.
5. **Code Enforcement:** The following code enforcement activities occurred this week:
  - 6 S. Prospect- Brickwork repairs completed.
  - 200 Park- Review completed on the plans and met with the business owner to explain results.
  - 31 S. Prospect- Review completed on an expansion project.
  - 20 S. Prospect- Public Works corrected the sidewalk trip hazard at this location.
  - 223-225 Burlington ( MyCrost phase two)- Met with Morris Group and discussed what they need from Architects on that project to move the project forward more smoothly than phase one.
  - 428 Ruby- Spoke with builder of the new home about various site changes that were addressed.
  - Three signs were taken down at 55th and Virginia.
  - Six fire inspections were completed this week.
  - Code enforcement code changes will be scheduled for Spring 2024 to 25.1 and code 45.

VILLAGE OF CLARENDON HILLS  
POLICE DEPARTMENT



DATE: October 13, 2023  
To: Village Manager Creer  
From: Chief P. Dalen  
Subject: Weekly Activity Report

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October is National Pedestrian Safety Month. Let's all be on the lookout!

## PEDESTRIAN SAFETY TIPS

Keep your **eyes up**,  
and your phone down.



Look **left, right and left again** before crossing the street.



**Always walk on sidewalks.**  
If there are no sidewalks, walk facing traffic as far to the left as possible.



Wear **bright-colored clothing** or reflective gear if walking at night.



Make **eye contact** with drivers before crossing the street.



**Do not run** or dart out into the street or cross between parked cars.



### Recent Training, Meetings and Events

- This month's Police Law online training pertains to the Pretrial Fairness Act.
- This month's CourtSmart covers Miranda warnings and arrestee rights.
- Sergeant Finfrock attended internal affairs training.
- Officer Pech attended room entry training.

### Recent incidents:

October 6, officers responded to the 100 block of Prospect for a report of graffiti. Officers were able to locate the artist and issue a no-trespass order. The complainant did not want to file formal charges.

October 7, 2:10pm, officers stopped a motorist for having suspended license plates. It turns out the driver had a suspended driver's license as well. The driver was cited, and the vehicle was towed.

October 8, 2:41pm, officers heard a dispatch from a neighboring town regarding an armed robbery that just occurred. CHPD officers were able to locate the suspect walking in the area and ultimately placed him into custody. The charging jurisdiction took custody of him.

October 8, 5:23pm, officers responded to the Clarendon Arms Apartments for a domestic. Officers stood by while one of the parties removed personal items from the apartment.

October 9, 6:30pm, officers responded to a three-car crash on Rte. 83. One of the drivers involved did not have a valid driver's license. They were cited.

October 10, 12:43pm, officers responded to a residence on Ogden for a verbal domestic. The parties involved agreed to part for the day.



316 Park Avenue  
Clarendon Hills, Illinois 60514  
630.286.5430

## MEMORANDUM

**To:** Zachery Creer, Village Manager  
**From:** Brian Leahy, Fire Chief  
**Date:** October 13, 2023  
**Subject:** Weekly Department Report 2023-28

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.
  - Lt. Godek and I are working on updating the fire prevention code for the village. This will take a few months to complete.
  - Eleven (11) Fire/Life Safety Inspections were conducted.
  - The Fire Department Open House was another huge success. I would like to thank the many FD members who participated to make this possible. I would especially like to thank Lt. Dave Godek who coordinated all of this. We are estimating attendance at about 900 people. Residents were able to visit with Sparky the fire dog, watch vehicle extrication demonstrations, have their kids work a real fire hose and obtain safety tips and literature from CHFD members. The CHPD also had officers present who spoke about crime prevention amongst other things.
2. Training Report:
  - Friday, October 6<sup>th</sup> CHFD on-duty firefighters participated in Rapid Intervention Training (RIT) in Hinsdale with the Hinsdale, Oak Brook and Western Springs Fire Departments. This was conducted in a building in the N/W portion of Hinsdale. Two (2) more of these training sessions will occur next week.
3. COVID-19 Report:
  - Ambulances and Hospitals are seeing an uptick in COVID patients in the past week. We are keeping a close watch on these increases.
4. Emergency Medical Services Report:
  - On Wednesday evening, twenty-nine (29) Firefighters, EMT's, and Paramedics attended monthly continuing education at the fire station. This CE was instructed by a Loyola EMS Instructor.
5. Emergency Management Report:
  - No report.
6. Du-Comm Report:
  - No report.
7. The fire department attended two (2) block parties during the past week.
8. Tonight, the fire department will again be participating in the 28<sup>th</sup> annual Fire Prevention Week Silent Parade. This parade originates in Hinsdale, travels on Chicago Ave. in Clarendon Hills and ends in Lisle. We will have one fire department vehicle in the parade and Ladder 86 will be

stationed at Washington St. and Chicago with the Hinsdale for a "Ladder Cross" across the roadway holding a flag. Other fire department vehicles will be stationed at CHMS as the parade passes.

9. On Tuesday I attended the monthly meeting of the DuPage County Fire Chiefs.
10. On Tuesday, I attended the monthly meeting of the Du-Comm Fire and Police Chiefs.
11. On Wednesday I attended the monthly meeting of the MABAS Division 10 Fire Chiefs.
12. Vehicle Maintenance:

- Engine 86 is completed and is being brought back from Wirs in McHenry this morning and will be placed back in service.
- Medic 86, 2022 Ford/Horton ambulance was brought back on Monday, October 9<sup>th</sup> and placed back in service. This vehicle was at Foster Coach in Sterling, Illinois since September 11<sup>th</sup> undergoing body paint warranty repairs.

13. 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 two (2) times.
- The Clarendon Hills Fire Department responded Automatic Aid to Hinsdale four (4) times.
- The Clarendon Hills Fire Department responded Automatic Aid to Westmont one (1) time.
- The Tri-State Fire Department responded automatic aid to Clarendon two (2) times.
- Medic 86 responded to one (1) EMS call in Hinsdale.
- Friday, October 6<sup>th</sup> at 3:21 PM. Medic 86, Squad 86, Chief 86 & Hinsdale Engine 84 responded to a vehicle accident with injuries at 100 N. Prospect Ave.
- Monday, October 9, 2023. Medic 86, Squad 86, Chief 86, Hinsdale Engine 84 & Medic 84 responded for a seven (7) vehicle accident with injuries on Rt. 83 southbound at the BNSF bridge.
- The Fire Department responded to twenty-four (24) emergency calls during the past week.

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

