



Weekly REPORTS

December 1, 2023

Manager's Report

Report 1.

Finance Dept. Report

Report 2.

Public Works Dept. Report

No Report

Community Dev. Dept. Report

Report 3.

Police Dept. Report

Report 4.

Fire Dept. Report

Report 5.



VILLAGE CALENDAR

See www.clarendonhills.us

Fri Dec. 1

Chamber of Commerce
Holiday Walk

Thu Dec. 7

Cancelled - Zoning
Board of Appeals and
Planning Commission
Meeting

Mon Dec. 4

Special Village Board
Meeting (Goal Setting
Session)

Mon Dec. 18

Joint Review Board
Special Meeting -
Ogden TIF

Wed Dec. 6

Centennial Committee
Meeting (Public
Encouraged)

Mon Dec. 18

Clarendon Hills
Downtown TIF District
Joint Review Board
Meeting

MEMORANDUM

To: Village President Tech and Board of Trustees
From: Zachery Creer, Village Manager
Date: December 1, 2023
Subject: Weekly Report

- **Next Board Meeting** – The next Board Meeting is a Special Meeting for Goal setting to be held on Monday, December 4th at 6:30 PM at the Police Department.
- **Holiday Walk** – The Holiday Walk is this evening, Friday, December 1st from 5 pm to 9 pm. Rain or shine! The tree lighting will be at 6 pm in front of Village Hall. Looking forward to seeing many of you there!
- **100-Year Celebration** – This committee will hold a meeting on Wednesday, December 6th at 4:30 pm at Village Hall. Residents interested in planning and assisting with the 2024 celebrations are encouraged to attend. Executive Assistant Pries is working with the Chamber on finalizing the Passport books and Stamps planned to be handed out in January. Also E.A. Pries is working on getting the celebration calendar and info ready on the website.
- **Yard Waste** - Lakeshore Recycling Systems (LRS) will provide unlimited collection of yard waste containers without stickers for leaf collection until December 11/12th. To avoid any confusion, all bagged yard waste (leaves, mixed grass leaves, fall clean up, etc.) shall be picked up at no charge during these months. Simply place out with your other garbage without a sticker.
- **Liquor Licenses** – Annual Liquor License applications are being processed by the Deputy Clerk.
- **Trustee Topics** – we wrapped up Trustee Topics for 2023 and are working on our first release in January of “Daisy Digest”.

MEMORANDUM

To: Zachery Creer, Village Manager
From: Maureen B. Potempa, Finance Director
Date: November 30, 2023
Subject: Department Report

1. I am excited to announce that on Monday, the Finance Department had the pleasure of welcoming our newest team member, Leslie Menninga, as our Part-time Accounts Payable Fiscal Assistant. Leslie brings a wealth of experience to our department, and we are excited to have her on board. Please join me in extending a warm welcome to Leslie!
2. This week delinquent letters were sent out for water bill payments that are past due. Water bill payments must be paid in full no later than 5 pm on December 28th to avoid incurring additional late fees. Your prompt attention to this matter is greatly appreciated.
3. On Thursday, Finance Director Maureen Potempa and Assistant Finance Director Kari Krzemkowski participated virtually in a webinar presented by Sikich LLP, our Village Auditor. The webinar was entitled "Harnessing Stability: The Role of Internal Controls in State and Local Government," the webinar provided insights for Kari and me to identify additional strategies for effectively managing and monitoring internal controls.
4. The next scheduled Board meeting is **Monday, December 18th**. However, to ensure smooth payment processing for our Vendors, we have prepared the Check Run as per the regular schedule. The checks will be mailed out on **Tuesday, December 5th**. For your convenience, I have attached the Claims Register for your review. **(Please find at the end of all weekly reports)**

MEMORANDUM

TO: Zach Creer, Village Manager
FROM: Ed Cage, AICP, Community Development Director
DATE: December 1, 2023
RE: Community Development Department Report

1. **TIF Meeting:** Staff had a meeting with the Ryan Group regarding the 55th Street TIF Project.
2. **ZBA/PC Meeting:** The ZAB/PC regularly scheduled meeting for 12/07/2023 has been canceled due to a lack of agenda items. It is anticipated that the next meeting of the ZBA/PC meeting will be held on 01/04/2023.
3. **Code Enforcement:** The following code enforcement activities occurred this week:
 - 150 Block of Juliet Ct: Major home re-model underway.
 - 400 block of Ogden Ave: Staff working with building owner on TIF improvement project.
 - 210 Woodstock: Rough sprinkler inspection of new home approved.
 - South side construction projects are in various stages of construction, the goal is to try to be under roof before extreme weather arrives.
 - Building codes have been updated.
4. **GreenDrop Virtual Meeting:** The operator of GreenDrop trailers requested a virtual meeting to discuss opportunities to locate a clothing donation trailer, within the Village boundaries. As there is no code provision to allow such a use, staff noted the proposed use would require a Zoning Text Amendment and a Conditional Use to allow such a use.
5. **Regional Planners' Meeting:** Staff attended the regular meeting of the neighboring community planners. This is a beneficial forum to find out what our neighbors are working on and what is successful or not.

**VILLAGE OF CLARENDON HILLS
POLICE DEPARTMENT**



DATE: December 1, 2023
To: Village Manager Creer
From: Chief P. Dalen
Subject: Weekly Activity Report

Recent Training, Meetings and Events

- Hayley O'Leary, the Department's new police assistant, started on Monday.
- This month's Police Law online training pertains to racial profiling, implicit bias, and cultural competency.
- This month's CourtSmart covers civil rights and constitutional use of law enforcement.
- Officer Calderon attended de-escalation training.
- Officers participated in cold weather preparedness training.

Recent incidents:

November 17, 9:51pm, officers stopped a motorist on Ogden for driving through a red light. The driver displayed indicia of intoxication and was eventually placed into custody for DUI. They were transported to the station for processing.

November 19, 9:03am, officers responded to the 500 block of Willow Creek Ct. for a domestic. Officers gave advice.

November 19, 3:58pm, officers responded to an apartment at 288 Oxford for a domestic situation. One of the parties left the scene prior to arrival.

November 20, 10:54am, officers spoke with a resident regarding an identity theft. An unknown subject used the victim's credentials to open a line of credit. Pending.

November 27, 8:28am, officers responded to a residence for a death investigation. The death was determined to be self-inflicted.

November 27, 11:01am, officers responded to the 100 block of Woodstock for a mental health crisis. The subject in question was transported for evaluation.

November 27, 3:56pm, officers responded to the Jewel for a hit and run crash. The victim's vehicle was damaged while parked in the parking lot. Officers were unable to locate any information regarding the offender's vehicle.

November 28, 2:46am, officers responded to a residence on Ogden for a mental health call. The subject in question was transported for observation.

November 29, 12:22am, officers received a phone call from an agitated subject threatening "suicide by cop". Officers were able to locate the subject in a neighboring town and had them transported for observation.

November 29, 5:11pm, officers responded to a disturbance on the 200 block of Woodstock. Pending.

November 30, 8:06pm, officers responded to an apartment at Clarendon Arms for a domestic battery. The offender was taken into custody, charged with two counts of domestic battery, and transported to DuPage County Jail.

MEMORANDUM

To: Zachery Creer, Village Manager
From: Dave Godek, Acting Fire Chief
Date: December 1, 2023
Subject: Weekly Department Report 2023-32

1. Fire Prevention Bureau Activity.
 - The 2023 fire inspections are completed.
 - I contacted several building owners to service their fire alarms.
2. Training Report:
 - EV training is being planned for December along with annual CPR training for department.
 - No training was conducted for the last two weeks.
3. COVID-19 Report:
 - We have seen people donning masks a little more this time of year.
4. Emergency Medical Services Report:
 - The monthly drug exchange was completed, and we upgraded the cardiac monitors for our new EMS software coming on January 2024.
5. Emergency Management Report:
 - The Emergency Operations Plan was reviewed this week.
6. Du-Comm Report:
 - Scheduled maintenance was performed to the operations system.
7. The fire department will be attending the Holiday Walk this year. We also have the Toy Express drop box this year and that's located at our front door of the Fire Station.
8. Vehicle Maintenance:
 - Utility 87 2012 Ford Expedition siren system was evaluated, and a fuse was replaced to correct the six-month problem. It's now safe to use again.
9. Fire/Rescue/EMS calls:
 - The Hinsdale Fire Department responded Automatic Aid to Clarendon Hills two (11) times.
 - The Westmont Fire Department responded Automatic Aid to Clarendon Hills one (6) time.
 - The Clarendon Hills Fire Department responded Automatic Aid to Hinsdale four (1) times.
 - The Clarendon Hills Fire Department responded Automatic Aid to Westmont one (0) time.
 - Tri-State Fire Protection District responded (2) times with an ambulance and then with an engine on another call.

- The Fire Department responded to thirty-eight (38) emergency calls during the past two weeks.

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



VILLAGE OF CLARENDON HILLS

December 4, 2023

CLAIMS # 23-12-01

2023 Calendar Year Disbursements

December 4, 2023, Checks

CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P ID	LINE
AARON H REINKE	73861							
11/23 ADMIN/ADJ HEARINGS		250.00	LEGAL FEES	01.511.4206	CH 11-16-2023		527	00001
BALES ACE HARDWARE	07938							
BATTERIES		52.97	OPERATING SUPPLIES	20.560.4318	045937/1		527	00002
MISC HARDWARE		15.33	OPERATING SUPPLIES	01.540.4318	046005/1		527	00003
SUPPLIES FOR DOOR SIMULA		32.99	OPERATING SUPPLIES-GENER	01.531.4318	046010/1		527	00004
		101.29	*TOTAL					
CHRISTINE CHARKEWYCZ	13691							
OCTOBER FIELD COURT		780.00	LEGAL FEES	01.511.4206	101		527	00006
CHRISTY WEBBER LANDSCAPE	13940							
BED MTC - VH		188.57	MAINTENANCE LAND	01.514.4266	106250		527	00007
BED MTC - ALLEY AND PLAZ		258.58	MAINTENANCE LAND	01.540.4266	106250		527	00008
BED MTC - STATION		1,233.14	MAINTENANCE LAND	21.540.4266	106250		527	00009
		1,680.29	*TOTAL					
COMCAST CABLE	15258							
NOV/DEC VH TV		10.54	UTILITIES	01.514.4235	11/07/2023		527	00010
COMMERCIAL TIRE SERVICES	15190							
BACKHOE TIRE REPAIR		19.50	CONTRACT LABOR-VEHICLES	01.540.4602	2220084327		527	00011
BACKHOE TIRE REPAIR		10.50	CONTRACT LABOR - VEHICLE	20.560.4602	2220084327		527	00012
		30.00	*TOTAL					
CONWAY SHIELD, INC	15485							
PROTECTIVE CLOTHING		1,323.52	UNIFORMS/CLOTHING/EQUIPM	01.531.4317	0514507		527	00013
FLEETPRIDE, INC	28601							
UNIT 11 - SOLENOID		39.96	VEHICLE SUPPLIES	01.540.4604	112309236		527	00014
UNIT 11 - SOLENOID		21.52	VEHICLE SUPPLIES	20.560.4604	112309236		527	00015
UNIT 11 - HIGH AMP CBRK		34.44	VEHICLE SUPPLIES	01.540.4604	112459622		527	00016
UNIT 11 - HIGH AMP CBRK		18.55	VEHICLE SUPPLIES	20.560.4604	112459622		527	00017
		114.47	*TOTAL					
FOSTERS TEST LANE	29052							
SAFETY LANE - UNITS 2, 1		59.80	CONTRACT LABOR-VEHICLES	01.540.4602	44692		527	00018
SAFETY LANE - UNITS 2, 1		32.20	CONTRACT LABOR - VEHICLE	20.560.4602	44692		527	00019
		92.00	*TOTAL					
ILLINOIS STATE TREASURER	41808							
264 HOLMES (NADKARNI) -		250.00	REFUNDABLE DEP PKY/STR	01.000.2510	11/16/2023		527	00020
IPPFA	42945							
2024 IPPFA DUES		795.00	MEMBERSHIPS & SUBSCRIPTI	72.581.4292	7589		527	00021
J & L ENGRAVING	45672							
UNIFORMS		48.25	UNIFORMS/CLOTHING/EQUIPM	01.530.4317	3238		527	00022
NAMEPLATES FOR UNIFORMS		69.25	UNIFORMS/CLOTHING/EQUIPM	01.530.4317	3241		527	00023
		117.50	*TOTAL					
KONICA MINOLTA BUSINESS	50001							
PW COPIER		550.00	MACHINERY & EQUIP	65.590.4430	290089760		527	00024
M.E. SIMPSON COMPANY, IN	79216							
LEAK LOCATE		545.00	OTHER CONTRACTUAL SERVIC	20.560.4208	41265		527	00025
VALVE EXERCISING		9,882.00	OTHER CONTRACTUAL SERVIC	20.560.4208	41326		527	00026
		10,427.00	*TOTAL					
MOTOROLA SOLUTIONS, INC	58589							
PAGER BATTERIES		229.95	MAINTENANCE EQUIPMENT	01.531.4263	8281752685		527	00027

CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P ID	LINE
MURRAY AND TRETTEL, INC	58964							
FORECAST SERVICE		2,200.00	OTHER PROFESSIONAL SERVI	01.540.4207	1123-29		527	00028
NAPA AUTO PARTS	59700							
FILTER STRAP/SOCKETS		48.00	MINOR TOOLS & EQUIP	01.540.4322	4343-861511		527	00029
PD UNIT 84 FLUID FILTER		12.34	VEHICLE SUPPLIES	01.521.4604	4343-863900		527	00030
		60.34	*TOTAL					
PATHWAY TO ADVENTURE COU	69339							
APPLICATION FEES AND CHA		782.00	MEMBERSHIPS & SUBSCRIPTI	01.530.4292	10032		527	00005
PREMIER OCCUPATIONAL HEA	71748							
PRE-EMPLOYMENT PHYSICAL		170.00	EMPLOYEE HEALTH & SAFETY	01.510.4115	137394		527	00031
PRE-EMPLOYMENT PHYSICAL		309.00	EMPLOYEE HEALTH & SAFETY	01.530.4115	137394		527	00032
		479.00	*TOTAL					
RAY O'HERRON CO, INC	63848							
UNIFORMS SCHAUL		82.40	UNIFORMS/CLOTHING/EQUIPM	01.530.4317	2306846		527	00033
RED WING SHOE STORE	73655							
BOOTS - BECKTEL LEBED SH		143.64	UNIFORMS/CLOTHING/EQUIPM	01.540.4317	20230910039416		527	00034
BOOTS - BECKTEL LEBED SH		77.35	UNIFORMS/CLOTHING/EQUIPM	20.560.4317	20230910039416		527	00035
		220.99	*TOTAL					
REGIONAL TRUCK EQUIPMENT	73721							
UNIT 1 CAB GUARD		386.57	VEHICLE SUPPLIES	01.540.4604	278670		527	00036
UNIT 1 CAB GUARD		208.16	VEHICLE SUPPLIES	20.560.4604	278670		527	00037
		594.73	*TOTAL					
SENSUS USA, INC	77981							
12/23-01/24 FLEXNET SOFT		1,949.94	OTHER PROFESSIONAL SERVI	20.560.4207	ZA23018261		527	00038
STUEVER & SONS	82011							
CHAMBER DRAFT LINE CLEAN		60.00	SPECIAL EVENTS COMMITTEE	01.504.4203	BLM411895		527	00039
TAMELING, INC	83155							
PAVER BASE		71.72	OPERATING SUPPLIES	01.540.4318	0186434-IN		527	00040
THIRD MILLENNIUM ASSOCIA	84150							
11/23 CHAMBER INSERT		75.68	OTHER PROFESSIONAL SERVI	01.504.4207	30661		527	00041
11/23 TRUSTEE TOPICS		75.68	PRINTING/COPYING	01.504.4231	30661		527	00042
11/23 UTILITY BILL RENDE		696.08	OTHER CONTRACTUAL SERVIC	20.560.4208	30661		527	00043
		847.44	*TOTAL					
VULCAN CONSTRUCTION MATE	91132							
STONE		1,196.72	OPERATING SUPPLIES	20.560.4318	33421253		527	00044
W.S. DARLEY & CO	17316							
PROTECTIVE FIRE GLOVES		194.27	UNIFORMS/CLOTHING/EQUIPM	01.531.4317	17513863		527	00045
PROTECTIVE FIRE BOOTS		432.90	UNIFORMS/CLOTHING/EQUIPM	01.531.4317	17514048		527	00046
		627.17	*TOTAL					
		25,924.01	**CLAIMS TOTAL					

ACS FINANCIAL SYSTEM
11/30/2023 12:01:41

Claims Register

VILLAGE OF CLARENDON HILLS
GL540R-V08.19 PAGE 3

CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P ID	LINE
REPORT TOTALS:		25,924.01						

RECORDS PRINTED - 000046

ACS FINANCIAL SYSTEM
11/30/2023 12:01:41

Claims Register

VILLAGE OF CLARENDON HILLS
GL060S-V08.19 RECAPPAGE
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
01	GENERAL FUND	8,654.88
20	WATER FUND	14,690.99
21	BN/CH PARKING FUND	1,233.14
65	CAPITAL PROJECTS/IMPROVEMENT	550.00
72	FIREMEN PENSION FUND	795.00
TOTAL ALL FUNDS		25,924.01

BANK RECAP:

BANK	NAME	DISBURSEMENTS
BANK	CLARENDON HILLS BANK	25,924.01
TOTAL ALL BANKS		25,924.01

THE PRECEDING LIST OF BILLS PAYABLE WAS REVIEWED AND APPROVED FOR PAYMENT.

DATE APPROVED BY

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