



Weekly REPORTS

January 5, 2024

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

Mon Jan. 8

**Police Pension Fund
Board of Trustees
Meeting**

Mon Jan. 8

**Village Board
Regular Meeting -
Canceled**

Mon Jan. 15

**Martin Luther King Jr.
Day (Offices open)**



MEMORANDUM

To: Village President Tech and Board of Trustees
From: Zachery Creer, Village Manager
Date: January 5, 2024
Subject: Weekly Report

- **New Village Hall Hours Jan. 1-** Village Hall has new hours. Village Hall will no longer be closed over the noon – 1 PM lunch hour. New hours are 9:00 AM - 4:30 PM.
- **Next Board Meeting** – The next Board Meeting is to be held on Monday, January 22nd at 6:30 PM at the Village Hall.
- **Downtown Metra Parking-** After drainage construction finishes in the next few weeks, the Village will be opening the Metra Parking South lot to public parking after 12 PM which is earlier than the current 3 PM.
- **Migrant Buses** – The Village of Hinsdale and other municipalities have followed suit in passing notification ordinances for unscheduled bus drop-offs. DuPage Mayors and Managers held a meeting on January 4th to coordinate efforts between communities.
- **Centennial Committee** – The Committee will meet on Wednesday, January 10, 2024, at 4:30pm at Village Hall to discuss and finalize centennial celebrations! Please visit the Centennial [website here](#) to purchase items from the store and see a list of events planned throughout the year.
- **2024 Passport Adventure Books** – the 2024 Passport Adventure books have arrived! This is a joint venture with the Chamber of Commerce. The book can serve as a souvenir of the local businesses here in 2024 for the centennial celebration. Participants can enter a raffle at the end of 2024 during the Holiday Walk. The books will be available here at Village Hall, the library, and other businesses throughout the Village.

MEMORANDUM

To: Zachery Creer, Village Manager
From: Maureen B. Potempa, Finance Director
Date: January 5, 2024
Subject: Department Report

1. This week Public Works completed the reading of water meters for November and December usage. Water bills were delivered to the post office on January 4th with a due date of January 25th. If you utilize the new utilities website, you can access your bill as soon as it is generated. See below for details.

2. What's Happening?

- The Village has a new and improved utilities website, www.ClarendonHillsUtilities.com.

Register with Clarendon Hills Utilities to:

- View your bills and usage history.
- Pay your utility bill online using either a check or a credit card (accepting MasterCard, Visa, Discover, and American Express).
- Sign up for AutoPay, enabling payments to be automatically deducted from your checking or savings account (ACH Payments), or set up recurring credit card charges for your bi-monthly water bill.
- Opt for e-Billing notifications instead of receiving a paper bill.
- Manage multiple accounts if you own more than one property within the Village.

AutoPay Users:

- Good news! If you're already using AutoPay, your automatic bill payments will continue as usual.

Email Bill Recipients:

- If you receive bills by email, you need to re-enroll at www.clarendonhillsutilities.com to keep getting electronic bills.

How to Enroll:

- Follow these simple steps:
 1. Visit <https://clarendonhillsutilities.com>.
 2. Click "Request New Account."
 3. Follow the on-screen instructions to create your Clarendon Hills Utilities account.

Support and Assistance:

- Have questions or need help with the enrollment process? Our dedicated Utilities support team is here for you.
- Contact us at 630-286-5416 or waterbilling@clarendonhills.us.

MEMORANDUM

To: Zachery Creer, Village Manager
From: Brendan McLaughlin, Public Works Director
Date: January 5, 2024
Subject: Weekly Report

1. Public Works was called out for a resident water issue on Saturday night, December 30th.
2. Crews did a salt run on Sunday, December 31st to address dropping temperatures and concerns of freeze back on Village streets.
3. A second repair was completed on the McIntosh water main on Wednesday. This work was made more difficult as the condition of the 1920's era water main required crews to cut out a section of the old pipe as a simple repair clamp proved insufficient. We appreciate the residents' understanding and offer for hot coffee, etc.
4. Thursday had crews cleaning up from the water main break and adding stone to the hole. We expect some more settlement in the stone over the weekend and will return next week to place temporary asphalt. A full patch will be installed when the asphalt plants reopen.
5. Water meters were read this week and shut off notices for overdue water bills were provided to residents. All five promptly paid to avoid being shut off.
6. Crews replaced radio read transmitters that were failing due to age.
7. Crews began removing holiday decorations in the Downtown. 100th Anniversary banners are being installed in place of the wreaths.
8. The contractor who completed the train station was in this week to install some additional drainage pipe and a curb at the back of the platform to prevent ice from occurring during freeze thaw cycles. That work is expected to be substantially completed late next week.

MEMORANDUM

TO: Zach Creer, Village Manager
FROM: Ed Cage, AICP, Community Development Director
DATE: January 5, 2024
RE: Community Development Department Report

1. **Community Development Intern:** The new CD Intern Jacob Mazariegos started work this week. Jacob will be initially working on developing new CD applications, updating the CD portion of the website and attending some ZBA/PC and Village Board meetings.
2. **Code Enforcement:** The following code enforcement activities occurred this week:
 - Checked on the south side construction sites.
 - 56th St - Staff answered questions about code requirements for a new home. This property is out of district and pointed owner to the proper AHJ.
 - 400 block of Hudson: The vendor called Staff about obtaining the permit to complete the sump pump project.
 - 20 block of McIntosh: Staff is evaluating whether the parkway pipework has the capacity to be tapped into for a sump pump.
3. **4 Walker Avenue:** The property owner has submitted a Conditional Use application to remodel some office space. This would be only for Suite A and convert it into three code compliant residential apartments. The application will go to the ZBA/PC in February for review.
4. **421 Park Avenue:** A PUD application has been made for the proposed townhome project. This is the same project that was presented as a Concept Plan to the Village Board last summer. This item will go to the ZBA/PC in February for review.

**VILLAGE OF CLARENDON HILLS
POLICE DEPARTMENT**



DATE: January 5, 2024
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 new Illinois Laws.
- This month's CourtSmart covers civil rights and constitutional use of law enforcement.

Recent incidents:

December 28, 5:05pm, officers responded to the PD for a theft report. The victim had packages stolen from the vestibule of his apartment building.

December 29, 4:35pm, officers responded to a business on Ogden for a customer dispute. Officers offered advice.

December 30, 2:49pm, officers stopped a motorist for driving on a suspended driver's license and having expired registration. During the stop, officers discovered that the driver was also wanted for failing to appear in court. The subject was taken to the station for processing. Her vehicle was administratively towed.

December 31, 2:33am, officers responded to the 200 block of Walker for a suspicious person ringing the complainant's doorbell. Officers were able to locate the highly intoxicated subject, who related they were looking for help finding their address. Officers drove the subject home.

December 31, 1:31pm, officers responded to the 200 block of 55th for a threat report. An unknown subject entered private property and was yelling at workers regarding their loud radio. Pending.

January 1, 4:24am, officers responded to the 300 block of Coventry Ct. for a suspicious person outside of the complainant's house. The highly intoxicated subject thought they were at a friend's house in Darien. Officers gave him a ride.

January 1, 8:33pm, officers responded to a neighboring town to assist with a domestic.

January 4, 12:46pm, officers responded to the 500 block of Burlington for a man with a gun complaint. Officers were able to locate the suspect and determined the gun to be a look-alike BB gun.

January 4, 2:58pm, officers responded back to the 500 block of Burlington for subject causing a disturbance. It turned out to be the same subject who was brandishing the BB gun earlier in the day. This person was eventually taken to the hospital for observation.

January 4, 3:55pm, officers arrested a Willowbrook resident for failing to appear in court on the charge of being a child sex offender residing within 500 ft. of a school. The subject was taken directly to DuPage County Jail due to the no-bond arrest warrant.



316 Park Avenue
Clarendon Hills, Illinois 60514
630.286.5430

MEMORANDUM

To: Zachery Creer, Village Manager
From: Dave Godek, Acting Fire Chief
Date: January 5, 2024
Subject: Weekly Department Report 2024-01

1. Fire Prevention Bureau Activity.
 - 2024 Inspection list completed.
 - 2023 total inspections are in review.
2. Training Report:
 - Weekly fire training was completed this week.
 - Fire Explorer group is currently working to complete their observation time.
3. COVID-19 Report:
 - COVID numbers have gone up slightly along with RSV cases. As mild weather for December continues allergies of patients having the flu also mixed with our winter weather.
4. Emergency Medical Services Report:
 - New EMS software went live, and crews are still working through some operational issues. With a large project like this there's always bugs to work out.
5. Emergency Management Report:
 - Nothing to report this week.
6. Du-Comm Report:
 - The annual Support Services report has come out for year-end 2023.
7. We are coming to the end of the installation of the key fob entry system for the fire station. We also have another station project starting soon and quotes are being obtained.
8. Vehicle Maintenance:
 - Both Ambulances will be going in for Illinois Safety Lane Inspection as they are due.
9. Fire/Rescue/EMS calls:
 - The Hinsdale Fire Department responded Automatic Aid to Clarendon Hills zero (0) times.
 - The Westmont Fire Department responded Automatic Aid to Clarendon Hills zero (0) times.
 - The Clarendon Hills Fire Department responded Automatic Aid to Hinsdale five (5) times.
 - The Clarendon Hills Fire Department responded Automatic Aid to Westmont one (1) time
 - The Westmont Fire Department responded Automatic Aid to Clarendon Hills two (2) times.
 - Tri-State Fire Protection District responded Automatic Aid to Clarendon Hills zero (0) times.
 - The Clarendon Hills Fire Department responded Automatic Aid to Tri-State zero (0) times.
- The Fire Department responded to sixteen (16) emergency calls in the past week.

- Fire Department Run totals for 2023 were 1,024 and we are working on the complete report for 2023.

Fire Explorer Costello and FF/PM Hernandez place the 100-year celebration artwork on the fire vehicles.

