



# Weekly REPORTS

January 19, 2024

Manager's Report

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Finance Dept. Report

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Community Dev. Dept. Report

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## VILLAGE CALENDAR

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

Mon Jan. 22

[Village of Clarendon  
Hills 100th Anniversary](#)

Thu Jan. 25

[Economic Development  
Commission Meeting](#)

Mon Jan. 22

[Rescheduled Regular  
Village Board Meeting](#)



## MEMORANDUM

**To:** Village President Tech and Board of Trustees  
**From:** Zachery Creer, Village Manager  
**Date:** January 19, 2024  
**Subject:** Weekly Report

- **New Village Hall Hours 2024-** Village Hall has new hours. New hours are 9:00 AM - 4:30 PM.
- **Next Board Meeting** – The next Board Meeting is to be held on Monday, January 22<sup>nd</sup> at 6:30 PM at the Village Hall. We will be acknowledging our 100<sup>th</sup> Anniversary.
- **Downtown Metra Parking-** Metra Parking (South Lot) is now open after Noon for central business district customers. We will be advertising this where we can. Although parking needs tend to peak in the evening, the business community requested more parking around lunch as well. This will hopefully open up more spots for businesses.
- **Front Doors Village Hall Under Construction** - Starting Tuesday, January 23, 2024, the front doors of Village Hall will be closed. New doors with electronic ADA push plates will be installed. The project is expected to last 2-3 weeks. Village Hall can be accessed from the staff entrance located behind Village Hall during construction. The payment drop box will also be just outside the back door.
- **Chamber All Member Meeting-** AVM Johnson and Director Cage attended the Chamber of Commerce all member meeting on Wednesday. AVM Johnson has been voted in as an ex officio Chamber Board Member. This keeps the Village informed and engaged and continues the close working relationship the Village and the Chamber share.

## MEMORANDUM

**To:** Zachery Creer, Village Manager  
**From:** Maureen B. Potempa, Finance Director  
**Date:** January 19, 2024  
**Subject:** Department Report

1. On Thursday, Sikich LLP, the designated auditor for the Village, conducted on-site preliminary field work as part of the upcoming CY2023 audit. The final audit fieldwork is scheduled to begin the week of March 18, with Nick Bava leading as the managing partner. Additionally, the audit team welcomes new staff members, contributing to the process with their fresh perspectives and expertise
2. With the front doors of Village Hall being closed to Public Access starting Tuesday, January 23<sup>rd</sup> for the installation of ADA doors, the drop box will not be accessible to residents for the projected next two weeks. Therefore, a temporary box has been installed by the temporary Public Access door in the back of Village Hall as seen here.



## MEMORANDUM

**To:** Zachery Creer, Village Manager  
**From:** Brendan McLaughlin, Public Works Director  
**Date:** January 19, 2024  
**Subject:** Weekly Report

1. Crews were in for snow removal on Saturday morning and again on Saturday night.
2. Sunday morning crews were in again and performed a final scraping and salting as the sun was out to help melt any remaining snow on the streets.
3. Monday evening a water operator was called in to address a home with a broken water pipe. Upon arrival, the homeowner had located the incoming valve at the meter and was able to stop the flow of water.
4. On Wednesday, an apartment building discovered a leak on their private line into the building. Water crews met the plumber on site and remained available to turn off the water to the apartment complex should the pipe burst completely. In the end, the plumber was successful in placing two repair clamps without having to turn the water off to the apartment building.
5. A water operator was called out at 1:30 am on Thursday morning to shut off a valve after a water line burst in a commercial building.
6. Early Thursday morning, crews were in to plow again. The same goes for Friday morning.
7. In between snowplow rounds, crews hauled snow piles out of the business district.



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: January 19, 2024  
RE: Community Development Department Report

1. **Economic Development Commission:** The EDC has scheduled a meeting on January 25th to discuss various economic development related projects and policies.
2. **Chamber of Commerce Meeting:** Staff attended the regularly scheduled Chamber of Commerce meeting and helped to provide the Village update.
3. **Code Enforcement:** The following code enforcement activities/statistics occurred in 2023:
  - 122 total code enforcement cases.
  - 12 cases taken to adjudication.
  - A number of repeat and problem residential properties were actively resolved.
  - Staff spent a significant amount of time working on the demolition of 401 55<sup>th</sup> Street in conjunction with other Village Departments, such as Public Works and the Police Department.
4. **TIF Meeting:** Staff had a virtual TIF meeting with the Tif consultant, Ryan Group, to provide further data for the TIF Eligibility Report for the 55<sup>th</sup> Street area.
5. **Outdoor Dining Design Proposal:** Staff has worked with a consultant with prior experience to submit a proposal and examples of their prior work for the outdoor dining design project.

**VILLAGE OF CLARENDON HILLS  
POLICE DEPARTMENT**



DATE: January 19, 2024  
To: Village Manager Creer  
From: Chief P. Dalen  
Subject: Weekly Activity Report

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**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.
- Officers completed fire extinguisher and response to active threat roll call training.
- Officers responded to numerous calls to assist motorists stuck in the snow.

**Recent incidents:**

January 13, 12:44pm, officers responded to an apartment at 4 Walker for a domestic. Advice given.

January 14, 6:35am, officers responded to the 500 block of Carlyle for a domestic. The complainant advised officers that a verbal argument broke out during the party that they were hosting. The individuals involved left prior to the arriving officers.

January 16, 4:43pm, officers responded to the 100 block of Hiawatha for a criminal damage to property report. The victim advised that a neighbor came up to their door and stomped on a package that had just been delivered. The offender was cited for disorderly conduct.

January 17, 2:16pm, officers responded to the 500 block of Chase for a theft report. The victim advised that their tax documents were stolen. Pending.

January 17, 7:31pm, officers responded to the 500 block of Burlington for a domestic battery. The offender was taken into custody, charged with two counts of domestic battery, and transported to DuPage County Jail.

January 18, 6:54am, officers responded to a business on Ogden for a fraud report. A customer used a stolen credit card to pay for \$4,000 worth of repairs. Pending.



316 Park Avenue  
Clarendon Hills, Illinois 60514  
630.286.5430

## MEMORANDUM

**To:** Zachery Creer, Village Manager  
**From:** Dave Godek, Acting Fire Chief  
**Date:** January 19, 2024  
**Subject:** Weekly Department Report 2024-03

1. Fire Prevention Bureau Activity.
  - I spoke with FSCI about the upcoming 2024 projects.
  - We are working with a couple locations from burst pipes due to extreme temperatures.
  - Working to correct several alarm systems and sprinkler systems that were damaged from the extreme weather.
2. Training Report:
  - Members attended training this last week with a speaker at Hinsdale South High School. Former Western Springs Fire Chief Presented his program "Taking the Cape Off" which is an outstanding program.
  - Hazmat members attended Division 10 training.
3. COVID-19 Report:
  - COVID numbers have gone up slightly and Loyola Hospital now requires masks across the hospital. This flu season has various illnesses out there affecting patients' respiratory and GI systems as we move through the winter months.
4. Emergency Medical Services Report:
  - We attended the Loyola EMS system Coordinators meeting about updates and Image Trend updates.
  - We are working with our ambulance billing company to process invoices faster with the new Image Trend software.
  - CPR cards purchased for CPR program.
5. Emergency Management Report:
  - Nothing to report this week.
6. Du-Comm Report:
  - The annual fire CAD stats report came out this week.
7. We are coming to the end of the installation of the fob entry system for the fire station and with that fobs are being handed out. We also have another station project starting soon and quotes are being obtained soon.

8. Vehicle Maintenance:

- Engine 86 had an issue with the braking system found by maintenance to be from -30-degree temperatures and the vehicle is now safe and back in service.
- Utility 86 is in the shop for several items.
- Medic 86 had the 360-camera monitor replaced by our maintenance and parts are under warranty and this work is now complete.
- Parts are now on order to replace the gauges on Engine 86 since the digital display is starting to fail.

9. Fire/Rescue/EMS calls:

- The Hinsdale Fire Department responded Automatic Aid to Clarendon Hills nine (9) times.
- The Westmont Fire Department responded Automatic Aid to Clarendon Hills eight (8) times.
- The Clarendon Hills Fire Department responded Automatic Aid to Hinsdale seven (7) times.
- The Clarendon Hills Fire Department responded Automatic Aid to Westmont once (1) 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 once (0) times.
- The Fire Department responded to thirty-three (33) emergency calls in the past week.
- Crews have been very busy with weather-related calls and have done a great job. As warmer weather comes so will the thaw and more brakes might be coming to water mains, sprinkler systems, and domestic water systems. This is not a Clarendon Hills only problem but a problem all communities deal with.

