



# Weekly

## REPORTS

March 8, 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.

Public Safety Director

Report 7.



**VILLAGE *of***  
**CLARENDON HILLS**

### VILLAGE CALENDAR

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

Mon, Mar. 18

Village Board Regular  
Meeting

Wed, Mar. 20

Chamber of Commerce  
Meeting



## MEMORANDUM

**To:** Village President Tech and Board of Trustees  
**From:** Zachery Creer, Village Manager  
**Date:** March 8, 2024  
**Subject:** Weekly Report

- **Next Board Meeting** – The next Board Meeting is to be held on Monday, March 18th at 6:30 PM at the Village Hall.
- **Centennial Committee Meeting March 6** – The Centennial Committee met this week to discuss some upcoming events. A poster contest and community-wide volunteer day are some of the events planned for the next few months. Please visit the website for information on Centennial events.  
<https://www.clarendonhills.us/Centennial>
- **Job Opening** - The Village now has a vacancy for a full-time Fiscal Assistant - Accounts Payable position. For more information and to apply, please visit the website. <https://www.clarendonhills.us/employment>
- **Chicago Avenue Listening Session** – The April 10<sup>th</sup> Listening Session to discuss concerns regarding speeding, bicycle safety, pedestrian safety, and intersection crashes on Chicago Avenue will be held at the Village Hall Board room at 6:30 pm. Notices to nearby residents went out today. In addition, we will promote on social media and via Village website.
- **Yard Waste** – If does feel like Spring but yard waste pickup will not begin until April 1<sup>st</sup>. The yard waste sticker price is

## MEMORANDUM

**To:** Zachery Creer, Village Manager  
**From:** Maureen B. Potempa, Finance Director  
**Date:** March 8, 2024  
**Subject:** Department Report

1. The next scheduled Board meeting is **Monday, March 18th**. However, the finance department will be issuing, and small check run for the last few outstanding payments, which will be recorded in the CY 2023 year-end financials. Payments will be issued on **Tuesday, March 12th**. For your convenience, I have attached the Claims Register for your review. **(Please find at the end of all weekly reports**
2. On Monday, March 4th, water bills reflecting usage for January and February were sent out. The payment deadline for these bills is March 25th.

**MEMORANDUM**

**To: Zachery Creer, Village Manager**  
**From: Brendan McLaughlin, Public Works Director**  
**Date: March 8, 2024**  
**Subject: Weekly Report**

- Starting Monday, we will be going door-to-door seeking responses from those homeowners who have not responded to our letters requesting them to report back the material of their water service line coming into the house.

As mandated by the Illinois EPA, the village is required to inventory the material of each water service line in the Village. We received many responses from the letters sent out to the homes that we were not certain of their service line material. The Village is required to submit the inventory to the Illinois EPA in April.

- Engineering plans and specifications were completed for the 2024 Paving Program. The primary focus is on Holmes Avenue south of 55<sup>th</sup> Street along with 56<sup>th</sup> Street from Barclay Court to its Eastern Terminus behind Jewel. 58<sup>th</sup> Street will also be resurfaced from Holmes going east to its terminus at Route 83. Other work included this year includes various village parking lots and driveways, plus crosswalk adjustments in the Downtown.
- Meter repairs and transmitter replacements were completed this week.
- Landscape islands were mulched this week.
- Crews took water samples from several locations.
- Elevated tanks were inspected this week to ensure the cathodic protection was working properly.

## MEMORANDUM

TO: Zach Creer, Village Manager  
FROM: Ed Cage, AICP, Community Development Director  
DATE: March 8, 2024  
RE: Community Development Department Report

1. **ZBA/PC Meeting:** The regularly scheduled ZBA/PC meeting took place on March 7<sup>th</sup> and the following agenda items were on the agenda and discussed:
  - 4 Walker Ave., a Conditional Use received recommended approval for the conversion of 2,400 square feet of office space into 3 residential rental apartments. This item now moves forward to the Village Board for review.
  - 421 Park Ave., a Concept Plan was presented to the ZBA/PC for 6 townhome units. Overall, the feedback was mostly positive, this was on the basis that the stormwater basin was enlarged to accommodate more stormwater capacity for this are of the Village.
2. **99 Park Ave:** Staff attended a virtual meeting regarding environmental site issues.
3. **Code Enforcement:** The following code enforcement activities occurred this week:
  - 5700 block of Western, working with owner about a drainage issue.
  - 20 block of Hiawatha, checking status of garbage container and finding are unremarkable.
  - 20 block of McIntosh, working with resident about drainage project.
  - 10 black of S. Prospect, working with business owner on sign issue, notice sent
  - 100 block of Juliet Ct, met with contractor about status of home re-model.
  - 300 block of Park Ave, sending notice to building owner about address issue.
4. **Chicago Ave:** Staff attended a virtual meeting with the consultant and other Village Departments on the traffic related issues discussed at the last Village Board meeting.

VILLAGE OF CLARENDON HILLS  
POLICE DEPARTMENT



DATE: March 8, 2024  
To: Village Manager Creer  
From: Chief E. Leinweber  
Subject: Weekly Activity Report

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**Recent Training, Meetings and Events:**

- I had an introductory meeting with the superintendent of schools for D-181.
- I attended the monthly local Chief's meeting in Hinsdale.
- Sgt. Finrock attended two Du-Comm meetings.
- This month's Police Law Institute and CourtSmart training pertains to pretextual stops of pedestrians/motorists and search laws.

**Recent incidents:**

March 2, 2:06 pm, officers responded to a residence for a subject having a panic episode. Officers provided assistance and the subject was transported to the hospital for treatment.

March 3, 9:54 pm, officers responded to a residence for a mental health crisis. The person in question was transported to the hospital for evaluation.

March 4, 8:30 am, officers responded to the intersection of S Prospect & Ann St for a vehicle vs pedestrian accident. The pedestrian was crossing S Prospect w/b in the crosswalk from Ann St when they were struck by a vehicle traveling N/B. Medics tended to the pedestrian, who refused further treatment or transport. The driver was cited for failure to yield at crosswalk.

March 4, 11:07 am, officers responded to a residence on Terrace Dr for a delayed suspicious person/incident from three days prior. The resident reported an unknown male subject claiming to be with Nicor advised they needed to check inside their home for a reported gas leak. The resident advised the subject they would need to come back at a later date. The resident contacted Nicor who advised there were no work orders for their address. The male subject was reported to be driving an unmarked white flatbed-type truck. Officers searched area LPR cameras with negative results.

March 4, 1:16 pm, officers met with a resident at the station for a delayed suspicious person report. The resident advised an unknown woman was seen walking through the resident's home, which is under construction. The woman in question was identified and advised by officers she did not have permission to be on the resident's property.

March 4, 4:29 pm, officers met with a resident at the station who had her purse stolen in Chicago and credit cards used by an unknown subject. Officers were able to obtain video from a store where one of the cards was used. The resident was provided assistance and advice on identity theft. Investigation pending.

March 6, 12:55 pm, officers met with a resident at the station regarding an unknown subject using the resident's new credit card. The resident never received the new card in the mail, however there were unauthorized charges on the account. The card was cancelled by the issuing financial institution. Advice given.

March 6, 4:10 pm, officers responded to the area of the S/B Rte 83 ramp onto 55<sup>th</sup> St for a single vehicle accident. The driver of the vehicle displayed indicia of being under the influence of alcohol. The driver was taken into custody, transported to the station for booking, and charged with DUI.

March 7, 2:07 am, officers stopped a vehicle for a speeding violation while traveling on S/B Rte 83 near 55<sup>th</sup> St. Further investigation revealed the driver did not possess a valid driver's license. The driver was cited for speeding and no valid license then released.

## MEMORANDUM

**To:** Zachery Creer, Village Manager  
**From:** Dave Godek, Acting Fire Chief  
**Date:** March 8, 2024  
**Subject:** Weekly Department Report 2024-09

1. Fire Prevention Bureau Activity.
  - Seven fire inspections were completed this week.
  - The trouble fire alarm list was cleared up this week, leaving three alarms for building owners to correct.
  - I worked with possible retail tenants for downtown business on fire alarm requirements.
2. Training Report:
  - SCBA 2024 Fit Testing continues.
  - FF/PM Dale Penn attends Fire Apparatus Engineer [FAE] training at Westmont FD. This is Driver /Operator training.
  - Hearing assessments were completed on March 6<sup>th</sup>.
  - Crews had trained in an acquired structure on March 6<sup>th</sup>.
3. COVID-19 Report:
  - COVID numbers have fluctuated over the last couple of weeks along with Flu and RSV.
4. Emergency Medical Services Report:
  - Stryker annual service was completed on March 6<sup>th</sup> and service was performed.
  - AED pads arrived for AED units.
5. Emergency Management Report:
  - Emergency Management Corps program is moving along in development.
6. Du-Comm Report:
  - The Chiefs meeting is coming March 12th.
  - The Support Services meeting was attended on March 6th.
  - MABAS Division 10 meeting is coming up next week.
7. Station construction vendors are starting to come in and set up quotes for insulation issues.
8. Vehicle Maintenance:



- Engine 86 had the dashboard gauges replaced this week and they need to be adjusted.

9. Fire/Rescue/EMS calls:

- The Hinsdale Fire Department responded Automatic Aid to Clarendon Hills three (3) times.
  - The Westmont Fire Department responded Automatic Aid to Clarendon Hills twice (2) times.
  - The Clarendon Hills Fire Department responded Automatic Aid to Hinsdale eight (8) 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 once (1) times.
  - The Clarendon Hills Fire Department responded Automatic Aid to Tri-State zero (0) times.
  - The Clarendon Hills Fire Department responded to Villa Park Fire Department for a commercial fire on Roosevelt Rd. twice (2)
  - The Clarendon Hills Fire Department responded to Oak Brook Terrace Fire FD once (1)
- The Fire Department responded to twenty-nine (29) emergency calls in the past week.
- Run statistics for the week at this point are Fire 66% and EMS 34 %

10. Sharing of Services:

- Ongoing automatic aid daily.
- Westmont FD is continuing their FAE class this week.
- We have been working with several fire departments to share a fit test machine so we can complete our 2024 SCBA fit testing.
- Clarendon Hills Police Department will be fit testing next week.

Below FF/PM Gloodt and FF/EMT Klien clear a ventilation hole they cut at an acquired structure.



## VILLAGE OF CLARENDON HILLS PUBLIC SAFETY

DATE: March 8, 2024  
To: Village Manager Creer  
From: P. Dalen, Public Safety Director  
Subject: Weekly Activity Report

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### **Meetings and Events**

- Staff intends to enter into an agreement with Lexipol to provide the Fire Department with updated policies and procedures.
- Staff is currently creating a policy committee (FD). The responsibilities of the committee include policy implementation and policy training.
- Staff met to discuss ways to enhance POC recruitment and future POC training expectations.
- I am working with Chief Leinweber on several projects including Business District parking and an upcoming IRMA on-site visit.

**VILLAGE OF CLARENDON HILLS**

**March 12, 2024**

CLAIMS # 24-03-02M

2023 Calendar Year Final Disbursements

**March 2024 Manual Checks Total: \$106,634.77**

Claims Register  
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CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P	ID	LINE
	BLINDERMAN CONSTRUCTION	09975							
	*FY* BURLINGTON PLZA FNL	26,512.75	CAPITAL IMPROVEMENTS	08.590.4450	06/FINAL			384	00001
	CHRISTOPHER B BURKE	13912							
	*FY* CONSTRUCTION OBSRVN	1,150.61	OTHER PROFESSIONAL SERVI	65.590.4207	3			387	00001
	INFINITI OF CLARENDON HI	42235							
	*FY* SALES TAX REBATE	50,383.91	TRF TO CAPITAL PROJ. FUN	01.589.4524	12/31/2023			383	00001
	M.E. SIMPSON COMPANY, IN	79216							
	*FY* LEAK DETECTION 2023	7,200.00	OTHER CONTRACTUAL SERVIC	20.560.4208	41319			385	00001
	RYAN,LLC	76250							
	*FY* TIF STUDY 10/23	7,322.50	OTHER PROFESSIONAL SERVI	75.590.4207	810450			388	00001
	*FY* TIF STUDY 11/2023	4,277.50	OTHER PROFESSIONAL SERVI	75.590.4207	811230			388	00002
	*FY* TIF STUDY 12/2023	9,787.50	OTHER PROFESSIONAL SERVI	75.590.4207	811880			388	00003
		21,387.50	*TOTAL						
		106,634.77	**CLAIMS TOTAL						

Claims Register  
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CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P ID LINE
REPORT TOTALS:		106,634.77					

RECORDS PRINTED - 000007

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
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01	GENERAL FUND	50,383.91
08	TIF FUND DT	26,512.75
20	WATER FUND	7,200.00
65	CAPITAL PROJECTS/IMPROVEMENT	1,150.61
75	55TH ST TIF FUND	21,387.50
TOTAL ALL FUNDS		106,634.77

BANK RECAP:

BANK	NAME	DISBURSEMENTS
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BANK	CLARENDON HILLS BANK	106,634.77
TOTAL ALL BANKS		106,634.77

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

DATE	.....	APPROVED BY	.....
			.....
			.....