



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 CALENDAR

See 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 10th 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** – It does feel like Spring but yard waste pickup will not begin until April 1st. 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 55th Street along with 56th Street from Barclay Court to its Eastern Terminus behind Jewel. 58th 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.



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: March 8, 2024
RE: Community Development Department Report

1. **ZBA/PC Meeting:** The regularly scheduled ZBA/PC meeting took place on March 7th 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 area 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 block 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



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. Finfrock 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 55th 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 55th 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 6th.
 - Crews had trained in an acquired structure on March 6th.
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 6th 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



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

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	1,150.61	OTHER PROFESSIONAL SERVI	65.590.4207	3		387	00001
	FY CONSTRUCTION OBSRVN							
	INFINITI OF CLARENDON HI 42235		TRF TO CAPITAL PROJ. FUN	01.589.4524	12/31/2023		383	00001
	FY SALES TAX REBATE	50,383.91						
	M.E. SIMPSON COMPANY, IN 79216	7,200.00	OTHER CONTRACTUAL SERVIC	20.560.4208		41319		385 00001
	FY LEAK DETECTION 2023							
	RYAN,LLC 76250	7,322.50	OTHER PROFESSIONAL SERVI	75.590.4207		810450		388 00001
	FY TIF STUDY 10/23	4,277.50	OTHER PROFESSIONAL SERVI	75.590.4207		811230		388 00002
	FY TIF STUDY 11/2023	9,787.50	OTHER PROFESSIONAL SERVI	75.590.4207		811880		388 00003
	FY TIF STUDY 12/2023	21,387.50	*TOTAL					
		106,634.77	**CLAIMS TOTAL					

ACS FINANCIAL SYSTEM
03/08/2024 14:07:32

Claims Register

VILLAGE OF CLARENDON HILLS
GL540R-V08.21 PAGE 2

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

RECORDS PRINTED - 000007

ACS FINANCIAL SYSTEM
03/08/2024 14:07:32

Claims Register

VILLAGE OF CLARENDON HILLS
GL060S-V08.21 RECAPPAGE
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
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
	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

.....

.....