



# Weekly

## REPORTS

March 15, 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 15, 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.
- **Job Opening** - The Village 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>
- **New Board Room Microphone** – A new Board Room microphone was installed this week. The system was also equalized and reset through the processor. This should help remote attendees hear the Board, as previously the existing dais microphones worked well in the room but were cutting in and out for remote attendees.
- **Final Health Insurance Rates** – IPBC, the cooperative the Village belongs to was able to negotiate the reduction of health insurance rates from a 5.1% increase (HMO 6% and PPO 0.5%) and dental rates by 2.9% to a 3.9% increase (HMO 4.6% and PPO 0.5%), dental rates remained the same.
- **IRMA Board Meeting** - AVM Johnson attended the IRMA (Illinois Risk Management Agency) Board meeting as the Village's representative this week. The Village is preparing for a Risk Assessment visit with an IRMA representative in April. These visits are designed to assist the Village for an actual OSHA visit.
- **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>.

## MEMORANDUM

**To:** Zachery Creer, Village Manager  
**From:** Maureen B. Potempa, Finance Director  
**Date:** March 15, 2024  
**Subject:** Department Report

1. The Finance team has spent the last several weeks working to ensure that all financial records and documentation are organized for the upcoming audit. This process has entailed a thorough review and organization of financial statements, invoices, receipts, and other pertinent documents to streamline the audit process.

Sikich, LLP will be on-site starting Monday, March 18, and will be conducting the final fieldwork for the CY 2023 audit throughout the week. Over the past few years, we have made considerable strides in digitizing our accounting department, enabling Sikich to perform the majority of their fieldwork remotely.

The final audit report will be presented to the Village Board at the June meeting. I will keep you updated on the audit status as it progresses. I want to extend my sincere appreciation to the Finance team for their hard work and dedication in preparing for the upcoming audit. Despite being short-staffed this year, each team member has gone above and beyond to ensure we are well-prepared. I am confident that our efforts will yield a successful outcome.

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.



**Signup today and receive your Water bill by Email.**

**[www.clarendonhillsutilities.com](http://www.clarendonhillsutilities.com)**

## MEMORANDUM

**To:** Zachery Creer, Village Manager  
**From:** Brendan McLaughlin, Public Works Director  
**Date:** March 15, 2024  
**Subject:** Weekly Report

1. Staff went door-to-door in an effort to get the remaining residents to respond to Illinois EPA mandate that all water service lines be identified by the type of material they are made of. The state is mandating that the Village portion of those lines be replaced over 15 years if they are made of lead or if they are galvanized pipes that were downstream from a lead service line.
2. The Village Engineer reviewed construction plans with the Village prior to them being released for bid. 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.
3. A number of trees were trimmed this week. Several lost branches during the high winds.
4. Tree planting selection forms were sent to eligible residences where trees were removed last year.
5. Maintenance was performed on various vehicles and buildings.
6. Additional sign layout was done at the train station. Installation is scheduled for next week.
7. Crews removed debris from several catch basins during the heavy rain.
8. Various meter appointments, inspections for new driveways, and utility locates were completed.
9. Inspections to release parkway deposits were started this week. There were 60 inspections that were held up over the winter.
10. Crews continued to mulch beds throughout the Village.

## MEMORANDUM

TO: Zach Creer, Village Manager  
FROM: Ed Cage, AICP, Community Development Director  
DATE: March 15, 2024  
RE: Community Development Department Report

1. **2 S. Prospect Ave:** Community Development has received word that the former Quinn's building will have a new business that is hoping to open next month. The new business is an interior design business that is familiar with the Clarendon Hills area. Staff has been working on filling this location for some time, and has arranged on-site meetings with proposed tenants, the owner's real estate broker, and both building and fire-related staff.
2. **421 Park Ave:** The petitioner had a Concept Plan review of their Townhome project at the March ZBA/PC meeting. A public hearing is now scheduled for the April 4<sup>th</sup> ZBA/PC meeting. Below is the current rendering of the Townhome project facing west. The petitioner is planning on excavating the adjacent detention pond, per the Village Engineer, to add more stormwater capacity to this area.



3. **Code Enforcement:** The following code enforcement activities occurred this week:
  - Prospect Ave signage: Staff has provided notice to a business to fix their signage. The owner is actively working on correcting the issue.
  - 400 block of Park, trailer issue, compliance reached.
  - 100 block of Eastern, sign issue, two signs removed at location.
  - 400 block of Park, permit check, unremarkable finding.
  - 300 block of Park, address issue, notice to go out.
  - 200 block of Holmes, water on sidewalk, multiple areas of town had this after all the storms.
  - North side construction sites visited.
4. **203 S. Prospect Ave:** Staff met with the resident on the same grading and driveway issue, as with the other prior times, relating to the new residence constructed to the south.



# VILLAGE OF CLARENDON HILLS POLICE DEPARTMENT



DATE: March 15, 2024  
To: Village Manager Creer  
From: Chief E. Leinweber  
Subject: Weekly Activity Report

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## **Recent Training, Meetings and Events:**

- I attended a Chief's Operations Committee at Du-Comm.
- I attended a school security meeting with the D-181 Superintendent, Hinsdale PD & Burr Ridge PD.
- The Fire & Police Commission met to discuss a new hire candidate and a promotional exam for the Sergeant position.
- Officers Franchetti and Putna attended a class on control and arrest tactics.
- Detective Michalek attended a class on ballistic shield live fire.
- Officers assisted Bridgeview PD with a large pro-Palestine protest.



## **Recent incidents:**

March 8, 5:29pm, officers met with a resident at the station regarding financial fraud. Funds had been transferred from their financial account to another unknown subject's account without the resident's consent. Investigation pending.

March 10, 8:13pm, officers stopped a vehicle traveling w/b on Ogden Ave near Stonegate for an equipment and registration violation. Upon further investigation, officers learned that the driver had a suspended license as well. The driver was cited for having a suspended license, suspended registration, and improper lighting then released.

March 11, 8:14pm, officers stopped a vehicle traveling s/b on Rte 83 for a registration violation. Further investigation revealed the driver had a suspended license and no valid insurance. The vehicle was towed, and the driver was cited for driving while license was suspended, operating an uninsured vehicle, expired registration, and released.

March 12, 10:27am, officers spoke with a resident at the station who was seeking advice on a domestic situation. Officers provided advice and resources.

March 13, 12:13am, officers responded to a residence on Burlington Ave for a subject banging on the resident's front door. Officers were familiar with the subject from prior calls for domestic-related issues at the residence. The subject in question was found to be in violation of an existing pre-trial release agreement, taken into custody, and transported to the county jail.

March 13, 1:39pm, officers responded to a residence on Iroquois for a suspicious incident call. Officers spoke with the resident on scene who confirmed everything was fine and the call was unfounded. Officers provided advice and assistance.

March 14, 7:54 am, officers responded to the area of Rte 83 & Knollwood for a woman having a baby in the car. Officers assisted upon arrival and were happy to announce the birth of a baby boy.

March 14, 10:15am, officers met with a resident at the station regarding an unknown subject filing federal taxes with the IRS without the resident's knowledge. The resident requested a report for documentation only was given advice and resources about identity theft.



## MEMORANDUM

**To:** Zachery Creer, Village Manager  
**From:** Dave Godek, Acting Fire Chief  
**Date:** March 15, 2024  
**Subject:** Weekly Department Report 2024-10

1. Fire Prevention Bureau Activity.
  - Seven fire inspections were completed this week.
  - A new commercial project fire alarm is starting to make progress.
  - We met with a new fire protection company to maintain our sprinklers and fire alarms on Thursday.
  - On Thursday I spoke with JCI regarding our alarm board at dispatch.
2. Training Report:
  - SCBA 2024 Fit Testing completed for Police and Fire on Wednesday.
  - Loyola EMS came out Wednesday night to present Toxicology Opioid Emergencies.
  - Pricing was obtained to replace CBRN filters for Police and Fire masks.
3. COVID-19 Report:
  - COVID numbers have fluctuated over the last couple of weeks along with Flu and RSV.
4. Emergency Medical Services Report:
  - Loyola EMS meeting for March scheduled for next Tuesday via Webex.
  - FF/PM's Schaul, Hernandez, Scott inspected all the equipment to make sure it was ready for inspection that is coming soon.
  - We have a new team member who just completed system entry into Loyola EMS System to complete that stage in the hiring process.
  - On Thursday Medic 86 assisted a new Mother with her just born baby boy. The baby was born a couple minutes before the Paramedics arrived. Both were transported safely to an area hospital without incident.
5. Emergency Management Report:
  - Nothing to report this week.
6. Du-Comm Report:
  - The Du-Comm Chiefs meeting was attended on Tuesday.
  - MABAS Division 10 meeting was attended on Wednesday.

7. Station construction vendors are starting to come in and set up quotes for insulation issues.
8. Vehicle Maintenance:
  - Medic 86 had a flat tire and was serviced on Monday morning. The company also ordered extension stems to make filling our inner tire possible and both ambulances are in service.
  - New radios were picked up for the new fire vehicles.
9. Fire/Rescue/EMS calls:
  - The Hinsdale Fire Department responded Automatic Aid to Clarendon Hills once (1) times.
  - The Westmont Fire Department responded Automatic Aid to Clarendon Hills zero (0) times.
  - The Clarendon Hills Fire Department responded Automatic Aid to Hinsdale six (6) times.
  - The Clarendon Hills Fire Department responded Automatic Aid to Westmont three (3) times.
  - Tri-State Fire Protection District responded Automatic Aid to Clarendon Hills once (0) times.
  - The Clarendon Hills Fire Department responded Automatic Aid to Tri-State zero (0) times.
  - The Fire Department responded to thirteen (13) emergency calls in the past week.
  - Run statistics for the week at this point are Fire 57 % and EMS 43 %
10. Sharing of Services:
  - Ongoing automatic aid daily.
  - Joint training with Hinsdale Fire Department is being planned at this point for the upcoming weeks.



## VILLAGE OF CLARENDON HILLS PUBLIC SAFETY

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

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### **Meetings and Events**

- I met with a Lexipol Policy representative and signed an agreement to obtain their fire specific policy manual and onboarding services. Also, I was able to secure a cost-sharing grant through our insurance provider, IRMA. Depending on available funds, IRMA will reimburse the Village up to \$4000 once the policies are implemented. The initial cost is \$10,600.
- I attended the Fire and Police Commission meeting. A new police officer hire and a promotional testing process was discussed.
- I attended an FTO meeting at the Police Department.
- Staff has identified individuals at the Fire Department interested in being part of the policy and training committee. I plan to meet with the training coordinator next week to discuss this further.
- Staff has been preparing for the IRMA regulator visit occurring next month.