



# Weekly

## REPORTS

March 22, 2024

Manager's Report

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Finance Dept. Report

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

## VILLAGE CALENDAR

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

### Village Calendar

#### Downtown Design Review Commission Meeting

April 2, 2024, 7:00 PM @ Board Room

[More Details](#)

#### Zoning Board of Appeals and Planning Commission Meeting

April 4, 2024, 7:00 PM - 8:00 PM @ Board Room

[More Details](#)



## MEMORANDUM

**To:** Village President Tech and Board of Trustees  
**From:** Zachery Creer, Village Manager  
**Date:** March 22, 2024  
**Subject:** Weekly Report

- **Next Board Meeting** – The next Board Meeting is to be held on Monday, April 15<sup>th</sup>, at 6:30 PM at the Village Hall.
- **Chamber of Commerce** - Director Cage, Assistant Village Manager Johnson, Executive Assistant Pries (remotely), and I attended the Chamber of Commerce all-member meeting on Wednesday.
- **Centennial Art Competition** – The Centennial celebrations continue with the Centennial Art Competition for Grades 4-8th: Submissions are accepted March 1 - April 12 at the Clarendon Hills Library. There will be a special art showing of entrants' artwork on May 15th at The Birches from 5-7 pm where artists and their families are invited to attend. Artwork will be displayed at The Birches through the end of May. Winning art designs will be featured on special Clarendon Hills Centennial edition library cards. Winners in each grade will receive a \$100 gift card. For more information and to complete an entry form please go to the Village website. <https://www.clarendonhills.us/Centennial>
- **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 (Well it did) 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 22, 2024  
**Subject:** Department Report

1. Sikich, LLP wrapped up their final fieldwork portion of the CY2023 audit on Friday, March 22. 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.
2. The review of resumes for the vacant accounts payable position began on Thursday. We have received a strong pool of candidates and anticipate interviews to begin in April.



**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 22, 2024**  
**Subject: Weekly Report**

1. A fiber contractor met with village staff to review utility locations and the permitting process in advance of their permit submittal.
2. Nicor's contractor notified us that they will be inspecting sewer mains and laterals on Ann Street where they installed a new gas main last year. They will reach out to affected homeowners to schedule a time to put a camera down their sanitary lateral to confirm that the gas line was not directionally bored through the sanitary sewer line.
3. Specifications were finalized for a Request for Proposals for a village-wide tree inventory and risk assessment. This project is grant-funded by the National Forest Service and is administered by the Morton Arboretum.
4. Many trees were trimmed this week. Several lost branches during the high winds.
5. Maintenance was performed on various vehicles and buildings.
6. Additional sign Installation at the train station was completed this week. Building signs are being fabricated. Installation should occur in the next couple of weeks.
7. Various meter appointments, inspections for new driveways, and utility locates were completed.
8. Crews continued to mulch beds throughout the Village.

## MEMORANDUM

TO: Zach Creer, Village Manager  
FROM: Ed Cage, AICP, Community Development Director  
DATE: March 22, 2024  
RE: Community Development Department Report

1. **Business Outreach:** Staff met with the owner and operator of Linly Designs at their place of business for a tour and as a part of our business outreach program.
2. **Crown Castle:** Staff and Public Works met with the Crown Castle group relating to their submittal of building permit applications, per the settlement agreement.
3. **Code Enforcement:** The following code enforcement activities occurred this week:
  - 500 block of Chase Drive, accessibility issue, notice to be sent.
  - Several signs picked up post-election across the village.
  - South side construction sites visited.
  - Staff spoke with the Morris Group regarding several building codes that we will be investigating to see if they fit our operation.
  - Building Department FOIA answered.
4. **Chamber of Commerce:** Staff attended the Chamber of Commerce meeting and provided the Village project update.
5. **Sparrow Coffee:** Staff had a virtual meeting with Sparrow Coffee relating to their project and moving it through the Downtown Design Review Committee and then the Village Board.
6. **Holladay Properties:** Staff had a virtual meeting with Holladay Properties.

# VILLAGE OF CLARENDON HILLS

## POLICE DEPARTMENT



DATE: March 22, 2024  
To: Village Manager Creer  
From: Chief E. Leinweber  
Subject: Weekly Activity Report

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

- Sgt. Finrock conducted safety training with District 181 teachers at Oak School.
- Officer Spelman attended a three-day Search & Seizure class.
- Officers Dziekan and Calderon attended a Foundational Tactics class.
- Investigator Michalek attended a countywide detective meeting.
- I attended an ILETSB class on Strengthening Leadership, Culture, & Officer Retention.

### **Recent incidents:**

March 15, 10:13am, officers assisted a resident at the station who fell victim to Facebook marketplace scam. The resident agreed to purchase and made an electronic deposit on an item that was supposed to then be delivered to the home. The item never arrived, and the seller deactivated their user account. The resident also received a package they did not order and believed it to be related. Pending

March 15, 11:01am, officers responded to an apartment at 285 N. Richmond for a disturbance call between neighbors. The caller relayed that another resident of the complex threatened him and insulted his girlfriend. Officers, who were familiar with the suspect from a similar prior call, searched the building for him with negative results. Pending

March 15, 2:26pm, officers responded to the Park Willow condos for the report of a subject smashing the windshield of a parked vehicle with a hammer. Upon arrival, officers made contact with the subject who was still holding the hammer near the vehicle. Investigation revealed the subject was damaging their own vehicle and was having a mental health episode. The subject was transported to the hospital for evaluation.

March 15, 5:34pm, officers assisted a resident at the station regarding identity theft. The resident had entered their personal information onto a website that they suspected was a scam. Officers documented the incident as requested and provided identity theft information resources.

March 15, 7:48pm, officers responded to the area of s/b Rte 83 near 55<sup>th</sup> St for the report of a hit-and-run accident. The victim related they were traveling s/b on Rte 83 and rear-ended by another vehicle who then fled the scene. The victim provided officers with the license plate of the suspect

vehicle and it was located outside a residence in Willowbrook. The suspect driver exhibited indicia of alcohol intoxication. The driver was charged with DUI and several traffic violations.

March 16, 1:37am, officers responded to a residence on the 5600 block of Alabama for an assist to the DuPage County Sheriff's Office regarding a domestic situation. Several neighboring departments were also called to assist. The caller advised they had been stabbed and shot their father who was reportedly deceased on scene. Officers assisted with clearing the residence and securing the suspect who was transported to the hospital.

March 16, 12:44pm, officers responded to the Hinsdale Golf Club for a subject who was trespassing and asked to leave twice before in the last two days. Officers located the subject, who was advised not to return, and issued a trespass notice per the request of management.

March 16, 3:06pm, officers responded to the train depot for a subject who was reportedly in violation of their pretrial release conditions from a prior arrest. Officers located the subject, who was known from several previous contacts. Officers verified the violation and took the subject into custody who was then transported to the DuPage County jail.

March 18, 8:09am, officers responded to the area of 55<sup>th</sup> & Prospect for a traffic crash. One of the drivers involved had a suspended license. The driver was cited for the suspended license and released on scene.

March 18, 5:55pm, officers responded to the Jewel/Osco for a report of retail theft. Staff reported a subject left the store without paying for several grocery items. Officers located a suspect vehicle however store management declined to prosecute.

March 20, 11:09am, a resident on Naperville Rd called to report their IRS tax refund check had been stolen and cashed by someone else. The resident also filed a report with the USPS as they believe the check was stolen from the mail. Pending

March 21, 8:36pm, officers responded to the area of s/b Rte 83 near 55<sup>th</sup> St for a domestic dispute. While traveling s/b, a couple got into an argument over one of the parties' previous relationships. Officers spoke with both parties who displayed no physical injuries. The parties separated for the evening and were provided advice and resource info by officers.

## MEMORANDUM

**To:** Zachery Creer, Village Manager  
**From:** Dave Godek, Acting Fire Chief  
**Date:** March 22, 2024  
**Subject:** Weekly Department Report 2024-11

1. Fire Prevention Bureau Activity.
  - I Met with FSCI this week regarding residential home sprinkler systems.
  - Seven fire inspections were conducted this week.
  - Next Du-Comm Fire Marshals meeting will be early May and date is TBA.
  - We received quotes for our village buildings for Fire Alarms and sprinkler inspections.
2. Training Report:
  - 10 of our members conducted training on relay pumping Wednesday night.
  - FF/PM Hernandez, Gloodt, Penn are attending Company Officer Fire Officer [ COFO] course.
  - FF/PM Smith had Wednesday night training with the fire Explorer group.
3. COVID-19 Report:
  - COVID numbers have fluctuated over the last couple of weeks along with Flu and RSV.
4. Emergency Medical Services Report:
  - FF/PM Hernandez attended Loyola EMS meeting about our SMO changes coming in May 2024.
  - Image Trend EPCR class will be coming soon to address issues with our new software.
  - We are processing another new team member FF/PM for our staff.
5. Emergency Management Report:
  - Nothing to report this week.
6. Du-Comm Report:
  - The Du-Comm Fire Ops. Meeting was attended on Thursday.
  - Zendesk ticket was placed and answered on Thursday on MDC issue. [Closed]
  - Zendesk ticket was placed on station alerting system for an evaluation. [Open]



7. Station construction vendors are starting to come in and set up quotes for insulation issues. Vendors came out with their solutions and are waiting for the quotes.
8. Vehicle Maintenance: None for the week
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 once (1) times.
  - The Clarendon Hills Fire Department responded Automatic Aid to Hinsdale six (6) 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 (0) times.
  - The Clarendon Hills Fire Department responded Automatic Aid to Tri-State zero (0) times.
  - The Clarendon Hills Fire Department responded to Pleasantview Fire Protection District with one hazmat technician, FF/PM Hernandez was there for several hours with the Ethanol leak.
  
  - The Fire Department responded to nineteen (19) emergency calls in the past week.
  
  - Run statistics for the week at this point are Fire 53 % and EMS 41 %
10. Sharing of Services:
  - Ongoing automatic aid daily.
  - Joint training is being planned with Hinsdale FD within the next two weeks.



## VILLAGE OF CLARENDON HILLS PUBLIC SAFETY

DATE: March 22, 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 FD staff to discuss scheduling and training. A training and policy committee is in the process of being formed.
- I met with Acting Chief Godek, Deputy Chief Krupp, and Manager Creer for the weekly Fire Department meeting. Items discussed include training plan implementation, policy implementation, scheduling, procedure updates, best practices, hiring, and the Cadet Program.
- Acting Chief Godek put the finishing touches on the FD Annual Report. It will be presented to the Board at the April meeting.
- The advertisement for the Fire Chief position should be going live during the first week of April.
- Staff has been preparing for the IRMA regulator visit occurring next month.