



Weekly

REPORTS

April 5, 2024

Manager's Report

[Report 1.](#)

Finance Dept. Report

[None](#)

Public Works Dept. Report

[Report 2.](#)

Community Dev. Dept. Report

[Report 3.](#)

Police Dept. Report

[Report 4.](#)

Fire Dept. Report

[Report 5.](#)

Public Safety Director

[Report 6.](#)



VILLAGE CALENDAR

See www.clarendonhills.us

Mon. Apr. 8

**Police Pension Fund
Board of Trustees
Meeting**

Wed. Apr. 10

**Chicago Avenue
Listening Session**

Mon. Apr. 15

**Village Board Regular
Meeting**



MEMORANDUM

To: Village President Tech and Board of Trustees
From: Zachery Creer, Village Manager
Date: April 5, 2024
Subject: Weekly Report

- **Next Board Meeting** – The next Board Meeting is to be held on Monday, April 15th, at 6:30 PM at the Village Hall.
- **Hinsdale Fire Meeting**- I attended a meeting with Hinsdale Fire, Acting Chief Godek, and Director Dalen regarding cross-training on apparatus.
- **Fiscal Assistant: Accounts Payable** – AVM Johnson, Director Potempa, and Assistant Finance Director Krzemkowski conducted the first round of interviews for the vacant Accounts Payable position.
- **Job Opening: Fire Chief** – The Village posted the ad for the vacant Fire Chief position this week. For more information and to apply, please visit the website. <https://www.clarendonhills.us/employment>
- **104 Walker Tour**- Village staff and Trustee Lannert toured the Quincy Station in Westmont. Village is discussing development opportunities with the Holladay Group
- **Historical Society HVAC**- The Historical Society needs replacement HVAC equipment at the Village owned Heritage Hall. I am suggesting using Electric Aggregation grant money to allow them to upgrade to green heating/cooling technology for discussion at the next Village Board meeting
- **Prospect Alley**- I met with English Garden and Open Door on a project to get the remainder of Prospect Alley paved and improved. We are trying to find creative ways the Village can assist with the project.
- **55th TIF**- Director Cage and I met with Ryan Group. The TIF feasibility study should be released and announced for the April 15th Board meeting.

- **Centennial Art Competition** – The Centennial celebrations continue with the Centennial Art Competition for Grades 4-8th: Submissions are accepted March 1 - April 24 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 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 earlier. In addition, we have promoted on social media and via the Village website.
- **Centennial Celebration**- AVM Johnson met with the Centennial committee on Wednesday. Plans are underway for the Centennial Volunteer Day on May 18th, Centennial Book, and a Concert in the Park in September among other celebratory activities.





452 Park Avenue
Clarendon Hills, Illinois 60514
630.286.4750

MEMORANDUM

To: Zachery Creer, Village Manager
From: Brendan McLaughlin, Public Works Director
Date: April 5, 2024
Subject: Weekly Report

1. Water meters were read on the first of the month. A few transmitters were replaced.
2. A coordination meeting was held between staff, the Village Engineer, and the architects for Sparrow Coffee to coordinate sidewalk work slated for this Summer.
3. Staff met with the sidewalk contractor that eliminated the trip hazards on portions of Burlington and Prospect to review their work and layout a plan for future work.
4. Three additional concrete barriers were received this week for outdoor dining use.
5. We are closing in on taking our minimums under the State of Illinois Salt Contract. Two loads were received this week.
6. Tree planting selection forms were tallied, and locations assigned.
7. Maintenance was performed on various vehicles and buildings.
8. Meter appointments and utility locates were completed.



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: April 5, 2024
RE: Community Development Department Report

1. **Downtown Design Review Commission Meeting:** A DDRC meeting was held on April 2nd. Sparrow Coffee received approval with some conditions of approval and the sunshade request for Burlington Plaza was discussed and feedback was provided.
2. **Zoning Board of Appeals/Plan Commission Meeting:** A ZBA/PC meeting was held on April 4th and the public hearing for 421 Park Avenue townhome proposal occurred. The main concerns from the neighbors were stormwater and flooding related issues. The petitioner committed to providing stormwater capacity at a 1 to 1.5 ratio, which along with the proposed dry-well under their proposed parking lot, and working with the neighbors, should help the flooding issues in this area.
3. **Code Enforcement:** The following code enforcement activities occurred this week:
 - Prospect at Burlington, illegal sign removed.
 - Railroad at Walker, illegal sign removed.
 - 100 block of Algonquin, working with residents on IPMC violation.
 - 100 block of Juliet, met with contractor about project.
 - North side construction sites visited.
 - 300 block of Chicago, illegal signs removed.
 - 100 block of Prospect, met with vendor about completing his project, inspection next week.
 - Staff met with neighboring community regarding a future project.
4. **Builder Meeting:** Staff, Village Engineer and Manager met with McNaughton builders to discuss a certificate of occupancy for 205 S. Prospect Ave.
5. **Park District Meeting:** Staff met with a representative of the Park District to discuss some platting issues related to the swimming pool site on Byrd Court.

MEMORANDUM

To: Village Manager Creer
From: Chief E. Leinweber
Date: April 4, 2024
Subject: Weekly Activity Report



Recent Training, Meetings and Events:

- A department-wide range day was held for annual firearms qualifications.
- Sgt Finfrock & CSO Tannhauser attended a body cam video redaction webinar.
- I attended the monthly DuPage County Chiefs of Police meeting.
- I attended a meeting to discuss the proposed Police Records Management System IGA

Recent incidents:

March 31, 12:22pm, officers responded to an apartment in the two hundred block of Oxford for a call of verbal domestic reported by a third party. A boyfriend and girlfriend were having a verbal argument. Officers confirmed nothing physical occurred and were able to diffuse the situation. One of the parties volunteered to leave the apartment. Resource information and advice was provided.

March 31, 11:05am, officers responded to a residence for a subject who was having a mental health crisis. Upon arrival, officers were able to calm the situation and the subject in question was transported to the hospital for evaluation.

April 1, 9:20am, officers met with a resident at the station regarding a wallet theft. The resident reported they believed the wallet was taken from their possession after making a purchase at the Jewel/Osco. Several unauthorized purchases were made to their credit card at a nearby shopping mall shortly after. Investigation pending.

April 2, 6:00pm, the DuPage County Department of Probation & Court Services advised CHPD of a resident in town who had two outstanding warrants for failing to appear in court. Officers confirmed the warrants, located the subject in question at their apartment and took them into custody. The subject was transported to the DuPage County Jail.

April 3, 9:20am, officers responded to a residence on the 5700 block of Holmes Ave for a theft report. The resident advised an unknown subject is taking their newspapers from the hallway common area. Officers documented the incident per request and provided advice.

April 5, 6:09am, officers responded to an apartment on the two hundred block of N Richmond for the call of domestic battery between family members. Upon arrival, officers learned an argument between siblings over a social media account had become physical. The aggressor was taken into custody, charged with two counts of domestic battery and transported to the DuPage County Jail.

MEMORANDUM

To: Zachery Creer, Village Manager
From: Dave Godek, Acting Fire Chief
Date: April 5, 2024, 2024
Subject: Weekly Department Report 2024-13

1. Fire Prevention Bureau Activity.
 - March fire inspections were completed.
 - I met with Notre Dame about fire alarm topics regarding their system.
 - Next Du-Comm Fire Marshals meeting will be early May and date is TBA.
 - I spoke with the Building Department about a new fire alarm system.
 - The second floor is being constructed at Mycroft Row Phase Two this week.
 - Du-Comm announced they will be addressing alarm board issues in May's Fire Marshals meeting.
2. Training Report:
 - Our members conducted training on Ladders on Wednesday night training.
 - FF/PM Hernandez, Gloodt, Penn are attending Company Officer Fire Officer [COFO] course.
 - Our training committee met and put objectives together and scheduled their next meeting.
 - I reached out to two builders regarding homes to be demolished soon for FD training.
3. COVID-19 Report:
 - COVID numbers have fluctuated over the last couple of weeks along with Flu and RSV.
4. Emergency Medical Services Report:
 - Monthly drug inventory was completed, and drugs were exchanged at Loyola.
 - Image Trend EPCR class had identified several issues that need to be corrected.
 - We have a new team member who's in the hiring process and will be system entry testing next week.
5. Emergency Management Report:
 - Nothing to report this week.
6. Du-Comm Report:
 - On Wednesday I attended the Support Services meeting.
 - 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.
 - We are obtaining another quote for the project.
 - A status report was developed for the Public Safety Director to keep him apprised of the status of the project.
 - Station camera wiring was installed this week for the exterior cameras that will be installed within the next couple weeks with the interior wiring that was installed this week.
 - A key fob number pad is on order for our members that might forget their key fob coming into the station. Once this arrives it will be installed for use.
8. Vehicle Maintenance:
 - Engine 86 is back in service with a problem with the braking system and the ABS system and the Technician could not duplicate or locate the problem after assessment and road testing of the vehicle.
9. Fire/Rescue/EMS calls:
 - The Hinsdale Fire Department responded Automatic Aid to Clarendon Hills once (0) times.
 - The Westmont Fire Department responded Automatic Aid to Clarendon Hills zero (0) times.
 - The Clarendon Hills Fire Department responded Automatic Aid to Hinsdale seven (7) times.
 - The Clarendon Hills Fire Department responded Automatic Aid to Westmont zero (0) 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 Fire Protection District zero (0) times.
 - The Fire Department responded to twenty (20) emergency calls in the past week.
 - Run statistics for the week at this point are Fire 47 % and EMS 53 %
 - The March statistics report is enclosed for review.
10. Sharing of Services:
 - Ongoing automatic aid daily.
 - Joint training was attended this week by day duty crews. The crews stated it was a great drill that was put on by Hinsdale FD.
 - We finalized a temporary sharing of our Ladder with Hinsdale FD as their Tower will be out of service for approximately one month for maintenance. Joint training will be completed prior to the go-live date of April 16, 2024. Clarendon Hills will be using a Hinsdale Engine for our second engine for POC response. Our Ladder will respond to Clarendon Hills Auto-Aid with the Hinsdale firefighters. Once the Hinsdale Tower is repaired the vehicles will switch back.





VILLAGE OF CLARENDON HILLS PUBLIC SAFETY

DATE: April 5, 2024

To: Village Manager Creer

From: P. Dalen, Public Safety Director

Subject: Weekly Activity Report



Meetings and Events

- I attended the training committee's first meeting. Several objectives and goals were set in motion. A follow-up meeting was scheduled for the near future.
- Lexipol policy implementation is ongoing.
- Staff met with Hinsdale Fire personnel regarding equipment cross-training.
- Staff has been preparing for the IRMA regulator visit occurring next month.