



Weekly

REPORTS

April 12, 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, Apr. 15

**Village Board Regular
Meeting**

Wed, Apr. 17

**Chamber of Commerce
Meeting**



MEMORANDUM

To: Village President Tech and Board of Trustees
From: Zachery Creer, Village Manager
Date: April 12, 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.
- **Chicago Ave Listen Session** – I along with numerous staff and trustees attended the Chicago Ave Listening Session on Wednesday night. We received a lot of feedback and I am looking forward to seeing that information turn into a potential action plan to address some of the concerns in the area.
- **Auditors** – I attended a meeting with Nick Bava, from Sikich the Village Audit Firm to review the 2023 audit. Thank you to our finance team for what we expect to be another clean audit year.
- **Fiscal Assistant: Accounts Payable** – AVM Johnson, Director Potempa, Assistant Finance Director Krzemkowski, and I conducted the second 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>
- **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>

- **Retiree Plaques - The** Village provided Badge Plaques pictured here for the Fire Department Retirees. These were presented at a gathering hosted by the Clarendon Hills Firefighters Association this past Saturday.





1 N. Prospect Avenue
Clarendon Hills, Illinois 60514
630.286.5415

MEMORANDUM

To: Zachery Creer, Village Manager
From: Maureen B. Potempa, Finance Director
Date: April 12, 2024
Subject: Department Report

This week, the Finance department wrapped up interviews for the open accounts payable position. The Village has made an offer and looks forward to a potential start date of May 6th pending successful completion of all background checks.

MEMORANDUM

To: Zachery Creer, Village Manager
From: Brendan McLaughlin, Public Works Director
Date: April 12, 2024
Subject: Weekly Report

1. The Lead Service Line Replacement Plan and Materials Inventory were submitted to the Illinois Environmental Protection Agency.
2. Staff attended a Public Works Committee meeting of the DuPage Mayors and Managers Conference. Discussion topics included efforts to get project approvals through IDOT and other topics of mutual interest.
3. Staff attended the Chicago Avenue Listening Session and will be coordinating with the Village Engineer to prepare a meeting summary and options for the Village to consider in an effort to reduce speeds and promote safety.
4. A contractor was onsite Friday to start installation of additional signage at the train station.
5. A contractor performed native plant bed cleanup at the train station and around the Village Hall and Burlington Plaza. The areas were also weeded and pre-emergent put down to limit future weed growth. Village crews are following up with fresh mulch.
6. Hydrant Flushing has started and will be a moving operation over the next few weeks.
7. Maintenance was performed on various vehicles and buildings.
8. Monthly water samples were submitted to the lab for analysis.
9. Meter appointments and utility locates were completed.
10. Next week crews will be shifting to seeding areas from tree removals and utility repairs from work performed last Fall and over the Winter. They will then focus on rut repairs over the next several weeks. Prior to this week, the overnight lows were too cold to allow grass seed to germinate. We believe the weather forecast going forward should allow for successful grass germination.



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 12, 2024
RE: Community Development Department Report

1. **2 S. Prospect Ave:** The former Quinns Coffee location at 2 S. Prospect will open as Amy Scott Interior Design next week.
2. **214 Burlington Ave:** Staff provided access to a prospective purchaser for the former Fire House located at 214 Burlington.
3. **Development Meeting:** Staff had a productive meeting with a developer for the former Tracy's site on 55th Street to discuss a potential new development. The proposed development as currently designed has both a residential and a commercial component to it.
4. **Outdoor Dining:** Staff had further discussions with Gary Weber & Associates on how to best proceed with the outdoor dining and wayfinding signage projects.
5. **Potential Annexation & Water Connections:** Staff responded to a request from some 56th Street residents who want to explore how to connect to the Village water service. The properties in question would need to voluntarily be annexed into the Village to start the process.

MEMORANDUM

To: Village Manager Creer
From: Chief E. Leinweber
Date: April 12, 2024
Subject: Weekly Activity Report



Recent Training, Meetings and Events:

- Officers Pech and Michalek attended a three day "Two – Officer Tactics" training course.
- Sgt. Finfrock taught D-181 safety training at Madison School.
- Sgt's Porter and Finfrock attended the D-181 school safety meeting.
- Sgt Porter attended a class on technology training for domestic violence investigations.
- I attended meetings for the IRMA Police Chiefs Steering Committee, Du-Comm Chiefs Operations Committee meeting and ETSB
- Officers participated in the D-181 "Stuff the Squad" event at Walker, Prospect and CHMS.



April 5, 5:02pm, officers responded to a residence on Blodgett for a missing juvenile report. With good follow-up and use of several investigative resources, officers successfully located the missing juvenile in a neighboring jurisdiction. The juvenile was transported to the hospital for evaluation.

April 5, 5:27pm, officers responded to the area of Stough & Quincy in Hinsdale for a delayed traffic accident. Upon arrival, officers determined the accident occurred on N/B Rte 83 just south of 55th St in Clarendon Hills. One of the drivers involved was found to have a suspended driver's license. The driver was cited for the suspended license as well as failure to reduce speed to avoid a crash and released on scene.

April 5, 10:42pm, officers stopped a vehicle for a speeding violation as it travelled on S/B Rte 83 near 55th St. Further investigation revealed the driver also had a suspended license. The driver was cited for the suspended license and speeding then released on scene.

April 6, 12:17am, officers stopped a vehicle for speeding on S/B Rte 83. The registration on the vehicle was also suspended. The driver was cited for speeding, operating a motor vehicle with suspended registration and released.

April 6, 2:08am, officers observed a speeding vehicle as it traveled W/B on the 400 block of Ogden Ave. Upon initiating a traffic stop on the vehicle, officers observed the driver displayed indicia of alcohol intoxication. The driver was subsequently arrested for DUI and transported to the station. The driver was cited for speeding, DUI alcohol and released.

April 7, 5:01am, officers observed a vehicle speeding on S/B Rte 83 near 55th St. Upon speaking with the driver, officers learned they did not possess a valid license or any type of identification. The driver was taken into custody and transported to the station for booking documentation. The driver was cited for speeding, no valid license, and released.

April 7, 11:25pm, officers observed a vehicle traveling E/B on the 400 block of Ogden that had suspended registration. Upon speaking with the driver, officers discovered the driver did not possess valid insurance either. The driver was cited with no valid temporary driver's license due to no insurance, operating an uninsured motor vehicle, operating a motor vehicle with suspended registration, and released.

On April 11, 10:24am, officer stopped a vehicle on Holmes Ave near Rte 83 for speeding and it was learned the driver had a suspended license. The subject was cited for speeding, suspended license, and released from the scene.

On April 11, 4:36pm, officers responded to a report of a domestic disturbance on the 200 blk of Richmond Ave. While on scene, officers made contact with a subject who had an outstanding Clarendon Hills warrant. Officers took the subject into custody, he was booked and released from the station.



MEMORANDUM

To: Zachery Creer, Village Manager
From: Dave Godek, Acting Fire Chief
Date: April 12, 2024
Subject: Weekly Department Report 2024-14

1. Fire Prevention Bureau Activity.
 - We have worked on several fire alarms needing service.
 - Two Fire Inspections were completed this week.
 - I have worked with the building owner on a new project.
2. Training Report:
 - Eleven of our members conducted training on altered mental status emergencies during Wednesday night training with Loyola EMS.
 - FF/PM Hernandez, Gloodt, Penn are attending Company Officer Fire Officer [COFO] course.
 - Our training committee will meet next on April 23, 2024
 - The Training Officer met with Hinsdale FD regarding several training topics.
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 performed our EMS training for the month with next month being EMS Week.
 - The annual Advanced Life Support Inspection on our ambulance was conducted by Loyola this week and passed without incident.
 - IDPH just recently inspected without incident of both of our ambulances.
5. Emergency Management Report:
 - The Public Safety Director Dalen, AVM Johnson, DC Krupp are working on various items.
6. Du-Comm Report:
 - Du-Comm Chiefs meeting was this week along with DuPage Fire Chiefs meeting and information was brought back.
 - 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 cameras were installed and plugged in and a few more steps need to be completed prior to the system being turned on.
 - 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:
 - We are evaluating several options for service to our staff vehicles to save money moving forward.
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 once (1) times.
 - The Clarendon Hills Fire Department responded Automatic Aid to Hinsdale three (3) 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 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 28 % and EMS 68 %
10. Sharing of Services:
 - Ongoing automatic aid daily.
 - Joint training was attended this week by day duty crews with our sharing of Ladder program with Hinsdale FD to get operators more comfortable with operating our vehicles once the program starts on April 16th to early May. The Hinsdale Tower will be undergoing service and once that service is completed the vehicles will return to their respective stations. Hinsdale will place a reserve Engine at Clarendon Hills so our POC members can respond to calls. The sharing is only a temporary period of time of approximately one month.



VILLAGE OF CLARENDON HILLS
PUBLIC SAFETY

DATE: April 12, 2024

To: Village Manager Creer

From: P. Dalen, Public Safety Director

Subject: Weekly Activity Report



Meetings and Events

- Staff is finalizing paperwork for the upcoming OSHA regulatory visit.
- I met with fire personnel regarding scheduling.
- I met with AC Godek and DC Krupp regarding training, policy, and equipment updates.
- Staff is cross training with Hinsdale personnel on the ladder truck and engine.