



# Weekly

## REPORTS

April 19, 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](http://www.clarendonhills.us)

**Fri, Apr. 26**

**Arbor Day!**

## MEMORANDUM



**To:** Village President Tech and Board of Trustees  
**From:** Zachery Creer, Village Manager  
**Date:** April 19, 2024  
**Subject:** Weekly Report

- **Next Board Meeting** – The next Board Meeting is to be held on Monday, May 20<sup>th</sup>, at 6:30 PM at the Village Hall.
- **Chamber Meeting** – AVM Johnson, Community Development Director Cage, Executive Assistant Pries, and I attended the Chamber Meeting and gave a development update to the members.
- **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>
- **Electronic Waste Collection** – Clarendon Hills residents who are serviced by Lakeshore Recycling Systems (LRS) will be allowed to place accepted electronic waste items at their curb for collection by LRS on Monday, May 6, 2024. Deadline to register for this one-day pick-up is May 2nd! Register at <https://www.lrsrecycles.com/schedule-clarendon-hills-e-waste-pickup/>



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 18, 2024  
**Subject:** Department Report

This week, I attended a forensic valuation and fraud webinar on Wednesday. During the online training session, the focus was on equipping finance professionals, particularly those in government roles, with the necessary skills to handle suspicions of fraud effectively. The session covered Fraud Incident Protocol in detail. Additionally, the session encouraged participants to adopt a mindset akin to law enforcement officers, to approach suspicions with a critical eye and conduct thorough investigations. The training gave me the knowledge and tools needed to navigate from initial suspicion to resolution. Hopefully, these skills will never need to be implemented.

## MEMORANDUM

**To:** Zachery Creer, Village Manager  
**From:** Brendan McLaughlin, Public Works Director  
**Date:** April 19, 2024  
**Subject:** Weekly Report

1. We are seeking an additional summer worker to round out our crew. Must be willing to work Dancin' in the Street Concerts and Daisy Days. Starting pay is \$18.00 per hour. Position is 30-40 hours per week. Tasks include lawn mowing, weed whacking, changing garbage can liners in the Downtown, painting fire hydrants, and other tasks as needed.
2. Crews worked on landscape restoration from tree removals and water main breaks this week. They started to repair some areas where tire ruts occurred over the winter. This will be an ongoing exercise for several weeks. Residents are asked to help water the emerging grass.
3. Hydrant Flushing continued this week and will be a moving operation over the next few weeks.
4. IEPA officials tested one of our emergency wells this week to confirm operation and water quality should it ever be needed.
5. As required by the Illinois Environmental Protection Agency, letters were sent to addresses where the water service line was identified as lead, galvanized, or unknown in the Village's Service Line Materials Inventory. No action is required at this time.
6. A contractor wrapped up the installation of additional signage at the train station.
7. Meter appointments and utility locates were completed. Crews inspected the installation of new water services for homes under construction.
8. Planting beds in the Downtown were watered.
9. Next week crews will be placing barriers for outdoor dining in the Downtown.



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 19, 2024  
RE: Community Development Department Report

1. **Chamber of Commerce Meeting:** Staff attended the Chamber of Commerce meeting and provided a Village-wide update on various projects.
2. **Code Enforcement:** The following code enforcement activities occurred this week:
  - Mycroft Row Phase two has started the third-floor construction.
  - Seven signs removed from 55<sup>th</sup>/Holmes.
  - 5700 S. Holmes, odor/ storage complaint, inspection and sent message to property management and found to be unremarkable.
  - 230 block of S. Prospect, residential sprinkler, inspected with FSCI and closed out file.
  - 5700 block of Western, drainage issue, notices sent to two residents about the complaints.
  - 100 block of Algonquin, inoperable vehicle, notice follow up sent to resident.
  - 10 block of S. Prospect, occupancy inspection, new business occupancy inspection completed.
3. **Restauranteur Meeting:** Staff met with the operator of Il Mio.
4. **Old Fire Station:** Staff posted a "For Sale" sign at the old Fire Station at 214 Burlington with a contact email for further information relating to the property.

## MEMORANDUM

**To:** Village Manager Creer  
**From:** Chief E. Leinweber  
**Date:** April 19, 2024  
**Subject:** Weekly Activity Report



### Recent Training, Meetings and Events:

- Sgt Finfrock performed safety training for D-181 at Walker Elementary and Elm School.
- I attended the Illinois Police Accreditation Coalition Conference in Oak Brook
- This month's Police Law and CourtSmart topics cover Line-up Composition & Protocols and Civil Rights

### Recent incidents:

April 14, 2:44am, while assisting Willowbrook PD with a serious motorcycle accident at S/B Rte 83 near Knollwood Rd, officers witnessed a subject drive their vehicle around a protective police roadblock set up at the 55<sup>th</sup> St exit. The driver then drove between two additional police squad cars and began to enter the crash scene. Officers successfully stopped the vehicle and contacted the driver who exhibited indicia of alcohol intoxication. The driver was taken into custody, charged with DUI alcohol, driving while license revoked, disobeying a police officer/traffic control device, illegal transportation of open alcohol, and released from the station.

April 16, 6:09pm, officers met with a resident at the station regarding identity theft. The resident advised their personal identification information was compromised as part of an AT&T data breach. No dollar loss was suffered, and the incident was documented per request. Officers provided advice and resources pertaining to identity theft.

April 16. 8:00pm, officers responded to the area of Coe Rd at Ogden for a road rage incident where a handgun had been displayed. The caller and suspect vehicle were eventually located by Oak Brook police near 22<sup>nd</sup> & Rte 83. Upon investigation, officers learned the subject in the suspect vehicle was playing a type of "tag" game called "senior assassin" and was in possession of a toy "Nerf" gun. The caller subsequently declined to sign complaints. The suspect was admonished by officers and warned of the potential risks and penalties associated with playing such a game.

April 18, 7:35am, officers responded to a unit in Park Willow for the third-party caller report of a domestic argument in a neighboring apartment. Upon arrival, officers spoke with the resident who advised they

had been in a verbal argument with their romantic partner who also lived in the unit. The resident advised the argument was only verbal in nature and no physical contact took place. The resident was in the process of packing up some of their belongings and intended to move out. The other party in the relationship was not on scene upon officer's arrival. Officers provided advice and resource information.

April 18, 10:04am, officers responded to an apartment in Clarendon Arms for a delayed package theft. The victim reported a package had been stolen from the building common area on April 9<sup>th</sup>. Neighboring unit residents did not have any further information. The victim had already made a report with UPS and only wished to have the theft documented.

April 18, 1:07pm, officers spoke to a resident of Clarendon Arms who advised they lost their debit card. The resident further advised several unauthorized withdrawals were then made by an unknown individual. A report was made, and advice given. Further investigation pending.

April 18, 4:10pm, officers witnessed a vehicle disobeying the stop sign at Harris Ave & S Prospect Ave. Upon speaking with the driver, it was discovered they did not possess a valid license. The driver was cited for no valid license, disobeying a stop sign, and released.

April 18, 7:47pm, officers observed a vehicle traveling on S/B Rte 83 near 63<sup>rd</sup> St that had suspended registration for an insurance violation. Upon speaking with the driver, officers learned their license was also suspended for an insurance violation. The driver was able to provide valid insurance for the vehicle. The driver was cited for suspended registration and driving while license suspended and released from the scene.

April 18, 10:47pm, officers observed a vehicle traveling on S/B Rte 83 near 55th St that had suspended registration for an insurance violation. Upon speaking with the driver, officers learned their license was suspended for financial reasons. The driver was able to provide valid insurance for the vehicle. The driver was cited for suspended registration and driving while license suspended and released from the scene.



## MEMORANDUM

**To:** Zachery Creer, Village Manager  
**From:** Dave Godek, Acting Fire Chief  
**Date:** April 19, 2024  
**Subject:** Weekly Department Report 2024-15

1. Fire Prevention Bureau Activity.
  - I conducted one plan review this week for a new business.
  - I met with Christ Lutheran Church about several building items.
  - I met with Community Presbyterian Church about their fire doors.
  - I spoke with Notre Dame about replacing their fire alarm and how that will work.
2. Training Report:
  - Our members conducted joint training with Hinsdale FD on our vehicle-sharing project.
  - FF/PM Hernandez, Gloodt, and Penn are attending Company Officer Fire Officer (COFO) course.
  - Our training committee will meet next on April 23, 2024
  - Several new training topics will be presented to the Training Committee at the next meeting.
  - This week Public Safety Director Dalen, DC Krupp, and I met our Lexipol online manager to prepare for kickoff coming soon.
  - We started putting some consumption conditioning drills together for our firefighters and will start those soon.
3. COVID-19 Report:
  - COVID numbers have lowered 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.
5. Emergency Management Report:
  - Nothing to report.
6. Du-Comm Report:
  - Hinsdale Interim Chief Carlson and I changed some programming regarding the sharing of Ladder 86.
  - 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 obtained a \$3,600 quote for our insulation project and will get another quote.
8. Vehicle Maintenance:
  - None reported.
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 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 35 % and EMS 65 %
10. Sharing of Services:
  - Ongoing automatic aid daily.
  - Joint training was completed Wednesday night with Ladder 86 and Hinsdale Engine 85, and it was a good chance for both departments to learn more about their shared vehicles. Both departments will continue to train on their respective vehicles through the period of the vehicle share. The Hinsdale FD will be using Ladder 86 temporarily due to maintenance issues with Hinsdale Tower 84. They will be responding with automatic aid to Clarendon Hills if needed. The Clarendon Hills FD has received Engine 85 to use as a second Engine for POC response. Clarendon Hills FD will primarily respond with Engine 86 versus Ladder 86 during this period. This is estimated to continue into the beginning of May. At that time both vehicles will switch back to their respective stations.



# VILLAGE OF CLARENDON HILLS PUBLIC SAFETY

DATE: April 19, 2024

To: Village Manager Creer

From: P. Dalen, Public Safety Director

Subject: Weekly Activity Report

---



## **Meetings and Events**

- I met with Manager Creer, AC Godek, and DC Krupp regarding the ladder truck and engine sharing, FD training, and policy implementation.
- AC Godek, DC Krupp, and I met with a representative from Lexipol.
- I attended an officer meeting at the firehouse.
- Staff is assessing the hourly and blue dot parking in the business district.
- I reached out to FGM Architects regarding a fire facility study.