



# Weekly

## REPORTS

September 13, 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)

**Fri, Sep. 13**

**Offices Closed at Noon  
for Employee Event**

**Mon, Sep. 16**

**Village Board Regular  
Meeting**

**Wed, Sep. 18**

**Chamber of Commerce  
Meeting**



## MEMORANDUM

**To:** Village President Tech and Board of Trustees  
**From:** Zachery Creer, Village Manager  
**Date:** September 13, 2024  
**Subject:** Weekly Report

- **Next Board Meeting** – The next board meeting is on September 16, at 6:30 PM at the Village Hall. There will be a Public Hearing regarding the 55<sup>th</sup> TIF at this meeting.
- **Centennial Concert and Drone Show Sunday, September 8<sup>th</sup> at 5 PM** – The Centennial Concert and Drone Show was very well received. It's estimated that at least 1500 people ended up attending. Thank you to our Centennial Committee, particularly Suzanne Austin who took the lead in finding, negotiating, and facilitating the band. Also, a big thank you to our police, fire, and public works departments who took time from their personal lives on a Sunday to run operations, and Village Hall Staff for creating signage, fielding residents' questions and handing out wristbands. The Park District also were very gracious hosts! Hinsdale Golf Club allowed the Village to launch the Drone Show from their property. AVM Johnson worked tirelessly over the last few months on every detail. Chamber Director Shannon McDonald was also a huge help behind the scenes making sure we met a tight timeline, without her there would not have been a beverage tent. See pictures on the following page.
- **Employee Picnic**- Friday afternoon we held the traditional employee appreciation picnic. The success of our Village is the cumulative efforts of all Village Staff and I couldn't be more proud of the service provided to residents.
- **Oktoberfest** –The event is scheduled for this Saturday, September 14<sup>th</sup>, from 5 pm to 10 pm. Find out more about the event on the Chamber website <https://www.clarendonhillschamber.com/oktoberfest>
- **Farmers Market** - The Chamber of Commerce Farmers Market continues on Thursdays from 7 am to 1 pm. Check out the Chambers website for more information. <https://www.clarendonhillschamber.com/>





## MEMORANDUM

**To:** Zachery Creer, Village Manager  
**From:** Maureen B. Potempa, Finance Director  
**Date:** September 13, 2024  
**Subject:** Department Report

1. This week, I had the opportunity to attend the Illinois Government Finance Officers Association (IGFOA) Annual Conference in Springfield. The conference covered a range of topics relevant to government finance, with a strong focus on addressing current challenges in our field. One of the key sessions featured a leadership expert who discussed strategies for recruiting and retaining a skilled workforce, a critical issue facing public sector organizations today. Additionally, Brad Cole, Executive Director of the Illinois Municipal League, provided a valuable legislative update, offering insights into recent developments that will impact municipalities across Illinois.

I am also pleased to inform you that during the IGFOA's Annual Business Meeting on Tuesday, I was nominated and elected to serve on the IGFOA Executive Board for the 2024-2025 term. This appointment is both an honor and an exciting opportunity to represent not only the Village of Clarendon Hills but also DuPage County as a whole. I look forward to contributing to the advancement of our profession and bringing back valuable insights to benefit the Village.

2. Reminder to Village Residents:

**Pet licensing is required for all dog and cat owners in the Village.** Pet licenses can be purchased in person at the Village Hall or Village Police Station. The application form, provided by the Village, must include the owner's or keeper's name and address, as well as the name, breed, sex, whether neutered, and color of each animal to be licensed. A veterinarian certificate showing proof of rabies inoculation must accompany the application. Every dog and cat owner must securely attach the current Village animal license to their pet's collar. **The fee for a pet license is \$15.00 per animal.**



## MEMORANDUM

**To:** Zachery Creer, Village Manager  
**From:** Brendan McLaughlin, Public Works Director  
**Date:** September 13, 2024  
**Subject:** Weekly Report

1. I am happy to announce the promotion of Collin Franco to Operations Superintendent. Collin has been with the Village since 2013. He holds an IEPA Water Operator License and is an ISA Certified Arborist. TJ Bueser will now serve as Lead Water Operator. TJ started as a summer worker in 2018 before becoming a full-time employee. He also holds a Water Operator License from the IEPA. Congratulations to both and thanks for their continued service to our Clarendon Hills residents.
2. CENTENNIAL CONCERT – Crews assisted with the preparations for the Centennial Concert on Sunday. They collected trash throughout the event and provided further cleanup on Monday.
3. OKTOBERFEST – Barricades and other support materials were staged on Friday. Crews will be in at 2:00 PM to start setup.
4. HOLMES AVENUE PAVING PROJECT is complete except for landscape restoration. Crosswalks were striped this week.
5. DOWNTOWN PEDESTRIAN IMPROVEMENTS have been installed. Crosswalks were striped this week. A separate company will install the Prospect mid-block Daisy Patterned Crosswalk.

**Please note there is now a stop sign for a new crosswalk at Walker and Park.**

6. VILLAGE HALL PAVING PROJECT is complete. Striping was completed this week.
7. A number of remote read transmitters were replaced due to low batteries or other issues which were detected during meter reading.
8. A new tree was planted in the vacant tree grate on south Prospect just south of Railroad. Two tree grates were reworked to avoid trip hazards where trees are getting larger and root flares are pushing them up.
9. Monthly water samples were collected and taken to the lab for analysis.
10. Mowing of grass and watering of plants took place throughout the week.
11. Staff supported the Farmers Market.
12. Offices were closed on Friday afternoon for an employee appreciation event.

## MEMORANDUM

TO: Zach Creer, Village Manager  
FROM: Ed Cage, AICP, Community Development Director  
DATE: September 13, 2024  
RE: Community Development Department Report

1. **New Business Open:** La Vie En Rose Apothecary passed their final inspections and is now open at 7 South Prospect Ave. The business operator has worked closely with Village Staff to achieve this and we wish her well with the new business in Clarendon Hills.
2. **Code Enforcement:** The following code enforcement activities occurred this week:
  - 250 block of Coe Rd, Drainage, evaluated sump pump moved away from property line.
  - 250 block of Coe Rd, Reviewed utilities for new home project.
  - 250 Block of Coe Rd, Notice sent for two dead trees.
  - 250 Oxford, Tree removed as part of Adjudication case.
  - 280 Columbine, Downed fence, sent notice.
  - 250 Wood Stock, Tree trimming and Tall grass, compliance reached.
  - 100 Ogden Ave, Tall grass, compliance reached
  - 100 block of Park, Staff noted interior demo work being done without a permit and following up with the contractor of this project.
  - 10 block of S. Prospect, Sign Provisions, notice sent to have the new sign installed and temporary one removed.
  - 5 block of S. Prospect, Staff met with new business owner about the new signage on the space.
  - Staff reviewed the downtown alley spaces and will be sending out notices for basic property maintenance to be completed prior to extreme weather changes.
  - Staff followed up with FSC regarding an-ongoing home build. As the AHJ, staff answered questions to keep the project moving forward.
3. **Meeting:** Staff and Village Manager met with residents regarding the proposed 55<sup>th</sup> Street TIF.

**To:** Village Manager Creer  
**From:** Chief E. Leinweber  
**Date:** September 13, 2024  
**Subject:** Weekly Activity Report



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**Recent Training, Meetings and Events:**

- Detective Pech attended a 40-hour Evidence Technician NEMRT training class.
- Sgt Finrock attended a DuPage County MERIT UAS (drone) in-field training class.
- Staff is receiving in-house annual TASER recertification training as well as school incident response preparedness.
- I attended the monthly Du-Comm Chiefs Operations Committee meeting.
- I attended the annual D-86 Emergency Operations Plan at Hinsdale South HS.
- The Centennial Concert event on Sunday took place without any major incidents and was a great success.

**Recent incidents:**

September 6, 6:42pm, officers responded with CHFD for a resident suffering a mental health crisis. The subject was evaluated on scene and transported to the hospital for further treatment.

September 6, 11:45pm, a traffic signal at Middaugh & Ogden was struck and knocked down by unknown means. Further investigation revealed a semi-truck was the involved party and officers completed the associated crash reports. The traffic signal was replaced.

September 7, 8:28pm, officers responded to the report of a domestic incident between family members. Upon arrival, investigation revealed the argument was verbal in nature. Officers assisted with diffusing the situation and provided resource assistance information.

September 9, 10:23am, a resident called officers to respond to an ongoing barking dog issue. Officers were aware of previous related incidents at the same location. The owner of the dog was cited and issued a court date.

September 9, 4:18pm, officers responded to an apartment unit on N Richmond Ave in reference to the ongoing loud music issue. Officers were aware of previous related incidents at the same location. The resident of the apartment was cited and issued a court date.

September 9, 4:28pm, officers responded along with CHFD for the third-party report of a person who had fallen while walking near the 5800 block of Holmes Ave. The subject refused treatment and was bothered that someone called for first responders.

September 10, 9:33, officers assisted a resident at the station in reference to a suspicious email received. Officers determined the email was a fraud attempt to get money. Identity theft and fraud advice was provided by officers.

September 10, 6:12pm, officers responded with the CHFD to a residence for the subject who was suffering a mental health crisis and required medical attention. The subject was evaluated on scene and transported to the hospital for further medical treatment.

September 11, 12:21am, the owners of two vehicles parked in the train depot lot called to report they got off the train to find windows to both vehicles broken out and items removed. The vehicles were found to be rummaged through with personal clothing items and a small amount of currency taken. Security video footage is being reviewed with further investigation pending.

September 11, 5:11pm, officers responded to the area of 55<sup>th</sup> St & Rte 83 for the report of a vehicle involved in a wrong way driver traffic accident. Officers located the vehicle on the ramp to S/B Rte 83 and attempted to initiate a traffic stop however the vehicle continued driving erratically before coming to a stop in the roadway at 63<sup>rd</sup> St & Rte 83. Officers contacted the driver and determined they were having a medical emergency. Medics were called to the scene and the driver was transported for evaluation.

September 11, 10:21pm, officers observed a subject walking on the ten block of S Prospect Ave who was known to have an active warrant for their arrest. The subject was taken into custody and transported to the DuPage County Jail.

September 12, 7:10pm, officers responded to the area of 55<sup>th</sup> St & Walker Ave for the third-party caller report of a vehicle vs. bicyclist traffic accident. Upon arrival, officers determined the accident was property damage in nature with no injuries reported. The driver of the vehicle involved in the accident exhibited indicia of alcohol consumption and was charged with DUI alcohol and failure to reduce speed to avoid an accident.








# Understanding E-Bikes

## Clarendon Hills Police Department

Class 1	Class 2	Class 3
A low-speed electric bicycle equipped with a motor that provides assistance only when the rider is pedaling and that ceases to provide assistance when the bicycle reaches a speed of 20 miles per hour.	A low-speed electric bicycle equipped with a motor that may be used exclusively to propel the bicycle and that is not capable of providing assistance when the bicycle reaches a speed of 20 miles per hour.	A low-speed electric bicycle equipped with a motor that provides assistance only when the rider is pedaling and that ceases to provide assistance when the bicycle reaches a speed of 28 miles per hour.

 <b>WHAT KIND OF BIKE DO I HAVE ?</b>		Pedal Operated	Max Assisted Speed	< 750 Watts Power	Follow Rules of the Road	Minimum Age (yrs)	Drivers License	License Plate, Equipment ect.
	Bicycle	YES	N/A	N/A	YES	N/A	NO	NO
	Class 1 E-bike	YES	20	YES	YES	N/A	NO	NO
	Class 2 E-Bike	YES	20	YES	YES	N/A	NO	NO
	Class 3 E-Bike	YES	28	YES	YES	16	NO	NO
	Moped, Dirt Bike, E-Dirt Bike	NO	N/A	NO	YES	16	YES	YES



Clarendon Hills Police  
Department

448 Park Ave  
Clarendon Hills, IL 60514

M-F 8A-7P  
(630) 286-5460



CLARENDON HILLS POLICE

# SAFE CYCLING TIPS



WE ALL HAVE TO SHARE THE ROAD



FOLLOW RULES  
AND ROAD SIGNS



BE SAFE:  
WEAR A HELMET



BE VISIBLE:  
DRESS FOR SAFETY



BE WATCHFUL:  
LOOK AHEAD



DON'T WEAR  
HEADPHONES



BE ALERT:  
PAY ATTENTION TO VEHICLES



FOLLOW  
TRAFFIC DIRECTION



RIDE IN SINGLE FILE  
AND LEAVE A SAFE SPACE



IDENTIFY HAZARDS  
ON THE ROAD



LOOK BEFORE  
ENTERING LANES



BE VISIBLE AT NIGHT



PLAN YOUR ROUTE

## USE HAND SIGNALS



STOP



LEFT TURN



RIGHT TURN (TWO OPTIONS)



## MEMORANDUM

**To: Zachery Creer, Village Manager**  
**From: Michael Korzen, Fire Chief**  
**Date: Sep 13, 2024**  
**Subject: Weekly Department Report 2024-35**

1. Chief's Report

- Attended several block parties on Saturday, with all residents expressing their excitement to have the fire department at their event.
- Setup operations and command for the Centennial Concert on Sunday.
- Obtained and returned the MABAS Division 12 UTV from Wood Dale for the above concert.
- Met with DC Krupp and DC Godek together and separately numerous times this week, covering budgetary, administrative and operational items.
- The Deputies and I met with the chiefs from Downers Grove FD in person this week to update them on the status of our department and to continue improving response and training cooperation.
- Attended the DuPage Fire Chiefs and Du-Comm Fire Chiefs meetings.
- DC Godek and I attended the MABAS Division 10 Fire Chiefs meeting.
- The DCs and I met with you and PS Director Dalen to discuss FD operations, as well as Lexipol policy approvals.
- Granted access to a local magazine for photographs and interviews prior to department meeting on Wednesday night. Article about the CHFD to be published in October.
- Held department meeting on Wednesday night prior to training, with approximately 75% of the fire department staff in attendance.
- Attended Wednesday night training – Emergency medical services (EMS) continuing education.
- Worked on organizing, inventorying, and purging items in my office.
- Going to Edward Hospital to perform recruiting at their paramedic program.

2. DC Krupp

- At the station for administrative meetings and activities including policy work, payroll and set October Shift Schedule with Administrative Assistant Haley O'Leary.
- Meeting with Deputy Chief Brian Scott and Captain Karl Hammond of Western Springs Fire Department to set schedule for our joint instruction of Fire Apparatus Engineer (FAE) certification class.
- Responded to several local fire alarm responses.
- Brief orientation meeting with new firefighter candidate Zoey Ullrich.
- Phone conversations with two parents seeking to enroll their sons into our Explorer program. This will bring the Explorer program to 14 participants.

3. DC Godek/Fire Prevention Bureau Activity:
  - The Keltron Radio system is showing Com fail restores in the primary and secondary links at FD & PW. JCI were corrected.
  - A service request was put in to fix a fire alarm at Park Willow.
  - I contacted Woodcreek Townhomes about a trouble alarm.
  - I spoke with a vendor about replacing the fire alarms at The Reserves upcoming Spring 2025.
  - Six fire inspections were completed this week.
  - I worked with HGC on their fire alarm issue in the kitchen.
  - Two fire drills remain this year as we like to get them done early before a weather change comes.
4. Training Report:
  - Shift members completed a variety of hands-on and computer-based training.
  - Wednesday night training (referenced above) was prepared by FF Brad Smith and delivered by FF Dale Penn. Members also reconfigured equipment for improved efficiency.
  - Captain Rediehs continued securing joint training dates with Hinsdale FD where other area fire departments are also attending. He also scheduled training committee dates for the remainder of the year.
5. Station Report:
  - September 17<sup>th</sup> ARC Insulation will be at the station to evaluate and quote out our problem.
6. Emergency Medical Services Report:
  - No report.
7. Emergency Management Report:
  - No report.
8. Du-Comm Report:
  - Info relayed verbally on Wed.
9. Public Education:
  - Safety supplies for Halloween arrived.
10. Vehicle Maintenance:
  - We are working with our vendor to get Engine 86 in to replace a DEF nozzle by Cummins.
  - We are waiting for the repairs to L-86 Primer pump valve to be replaced.
11. Notable events:
  - N/A





## Fire Department Data – Past 30 days

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**Calls for service:** 94

### **Aid Given**

Hinsdale	14
Westmont	3
Tri State	0
York Center	2
Berwyn	1

### **Aid Received**

Hinsdale	18
Westmont	17
Tri State	2



## VILLAGE OF CLARENDON HILLS PUBLIC SAFETY

DATE: September 13, 2024  
To: Village Manager Creer  
From: P. Dalen, Public Safety Director  
Subject: Weekly Activity Report

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### **Meetings and Events**

- Staff from the police and fire departments manned the Centennial Concert. Other than assisting a few lost children in finding their parents, the event concluded without incident.
- Staff worked on an ordinance regarding public camping.
- I met with Chief Korzen, DC Krupp, DC Godek, and Manager Creer for the weekly FD meeting.
- Staff met regarding Lexipol policy implementation.
- Staff met to discuss ways to improve E-Bike safety and compliance with the rules of the road.
- Staff is preparing for tomorrow's Oktoberfest.