



# Weekly

## REPORTS

November 1, 2024

Manager's Report

Report 1.

Finance Dept. Report

Report 2.

Public Works Dept. Report

Report 3.

Community Dev. Dept. Report

None

Police Dept. Report

Report 4.

Fire Dept. Report

Report 5.

Public Safety Director

Report 6.



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

### VILLAGE CALENDAR

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

**Thu, Nov. 7**

**Zoning Board of  
Appeals and Planning  
Commission Meeting -  
Canceled**

**Mon, Nov. 11**

**Offices Closed -  
Veterans Day**



## MEMORANDUM

**To:** Village President Tech and Board of Trustees  
**From:** Zachery Creer, Village Manager  
**Date:** November 1, 2024  
**Subject:** Weekly Report

- **Next Board Meeting** – The next board meeting is November 18<sup>th</sup> at 6:30 PM at the Village Hall.
- **Halloween Walk** – This great Chamber event was last Saturday and enjoyed by many. Thank you to staff who helped to set up, clean up, patrol, and keep the area safe for the trick-or-treaters.
- **Metra** – Metra is holding a Public Hearing here at Village Hall on Wednesday, November 6<sup>th</sup> at 4 PM to discuss their 2025 Budget.
- **Possible Crossing Closure**- Village is coordinating a possible crossing Prospect Train Crossing closure on November 10<sup>th</sup> at 6 am. ***METRA has canceled this.***
- **104 Walker** – Trees were removed from the 104 Walker property on Oct. 31.
- **Centennial Celebration** – Village Hall staff continued the Centennial Celebration for Halloween by dressing in 1920s attire.



## MEMORANDUM

**To:** Zachery Creer, Village Manager  
**From:** Maureen B. Potempa, Finance Director  
**Date:** November 1, 2024  
**Subject:** Department Report

1. On Friday, I attended the IGFOA Executive Board Meeting, where we discussed a variety of finance issues, including several items that will be presented by the Illinois Municipal League during the State of Illinois' November Veto Session.

2. In an effort to streamline operations and improve cash flow management, the Finance Department will begin processing the check run on a monthly basis, coinciding with the monthly Board meetings. This change will enhance efficiency while aligning disbursement timing with the Board's review schedule.

Please note, however, that certain vendor payments processed via autopay/ACH will still occur at various times throughout the month, and manual checks may be issued if urgent payments are required prior to the monthly Board meeting. These payments will continue to be included in the weekly report and detailed in the Claims Register for the Board's review.

The next scheduled Board meeting is **Monday, November 18th**. For your convenience, I have attached the Claims Register for your review. **(Please find at the end of all weekly reports)**

## MEMORANDUM

**To:** Zachery Creer, Village Manager  
**From:** Brendan McLaughlin, Public Works Director  
**Date:** November 1, 2024  
**Subject:** Weekly Report

1. Staff supported the Halloween Walk on Saturday.
2. The Daisy Stencil was installed at the mid-block crossing on Prospect between Park Avenue and Railroad.
3. The concrete barriers were removed from the front of The Daily Scoop.
4. Power outages from ComEd knocked out the lighting system at the Train Station on two occasions this week.
5. Red Tags were delivered to 40 homes that had not paid their water bill. Water was subsequently turned off to four accounts that did not respond to the shut-off notice.
6. A contractor completed sidewalk grinding to remove trip hazards on the 300 and 400 blocks of Park, Colfax, and Ridge. Any trip hazards that could not be remedied through concrete cutting will be replaced in the 2025 Sidewalk Replacement Program.
7. Staff supported the Fire Department by relocating their heavy-duty steel door training device from their station to the Darien-Woodridge Fire House.
8. Contractors removed trees and overgrowth at 104 Walker.
9. A demo stump grinder was used to remove a number of stumps this week. We will test-drive another model from a competing vendor next week.
10. A culvert was replaced on Western in advance of a new driveway being installed.
11. Some grading work was performed to address some drainage issues on Burlington just east of Blue Lake.

**To:** Village Manager Creer  
**From:** Chief E. Leinweber  
**Date:** November 1, 2024  
**Subject:** Weekly Activity Report



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**Recent Training, Meetings and Events:**

- Officer Dziekan and Detective Pech attended a two-day NEMRT training class on Juvenile Case Review hosted here at CHPD.
- Officer Gerstenkorn attended a three-day NEMRT Officer in Charge training class.
- Department staff is completing online coursework pertaining to Officer Wellness, CourtSmart and Police Law Institute.
- Sgt Porter and Officer Calderon conducted a school lockdown drill at Seton Montessori.
- The annual Halloween Walk and Blackhawk Heights Parade took place over the past weekend. Both events were well attended. The Halloween Walk appears to be gaining popularity which will be considered in planning for next year.
- Over the last week, staff has been proactively working with D-181 and two new home builders who have project sites near Oxford/Chicago and Prospect/Chicago. Both sites are located near higher traffic intersections where street parking is an issue. Both sites coincidentally back up to D-181 overflow parking lots. To help address construction vehicle parking congestion near CHMS and Prospect School, D-181 has agreed to allow workers to park in the school overflow lots directly behind their respective project sites. D-181 and both builders welcomed this proposal and thanked staff for being proactive in this situation. Both builders have provided D-181 with an insurance certificate of liability. Additionally, PD and PW staff have placed three "No Parking 6a-6p Mon-Fri" a-frame signs on Oxford Ave between Chicago and Prospect Park. These signs will remain in place for the duration of the Oxford Ave project. Staff will continue to monitor this situation going forward.

**Recent incidents:**

October 25, 1:48pm, officers met with the victim of an identity theft at the station. The victim reported an unknown subject opened an account using their identity and the account was sent to collections. Officers documented the incident by request and provided identity theft resources.

October 26, 7:33pm, officers responded to a residence for the report of a subject having a mental health crisis. The subject was evaluated by officers and CHFD medics and subsequently transported to the hospital for treatment.

October 27, 3:17am, officers responded to the report of a disturbance in a multi-unit building in Park Willow. Several intoxicated associates had an altercation in a common hallway within the building. All parties were separated and declined any offers by officers for further assistance.

October 28, 9:19am, a witness called to report a hit & run vehicle accident on Burlington Ave. The suspect vehicle reportedly struck a traffic sign and left the area. Officers located the suspected vehicle and are investigating further.

October 28, 10:36am, officers met with a resident who reported a repairperson had stolen property from the home after a dispute over monies owed for work performed. The repairperson was contacted by officers who were able to recover the property which was returned to the resident. The resident did not wish to pursue further.

October 29, 2:09pm, a vehicle traveling near Ruby & Richmond was stopped for a registration violation. Officers learned the driver had a suspended license. Citations for suspended registration and suspended license were issued and the driver was released on scene.

October 29, 3:11pm, officers responded to a multi-unit building in Park Willow for a neighbor dispute with one party accusing the other of package theft. Officers mediated the situation after no proof of theft was made and advised the parties to avoid each other.

October 29, 9:22pm officers responded to a multi-unit building in Park Willow for a dispute between family members. The caller wanted officers to have their brother removed from the unit. Officers determined the subject of the request was the caller's guest and helped make arrangements for the subject to get back home.





## MEMORANDUM

**To:** Zachery Creer, Village Manager  
**From:** Michael Korzen, Fire Chief  
**Date:** Nov 1, 2024  
**Subject:** Weekly Department Report 2024-41

### 1. Chief's Report

- We held the first two days of the FAE certification course on Saturday and Sunday, scheduled from 7 am to 5 pm each day. I spent time both days checking in with the instructors and coordinating with representatives from the State Fire Marshal who were doing a site visit.
- Members brought the engine from FAE to the Halloween Walk for pub ed (pictures follow.)
- Met with you and Mera Monday morning regarding fire department operations.
- Had a colleague with expertise in our incident reporting software come in to show DC Krupp and me how to activate and use new features in the program.
- Attended the health and wellness meeting.
- Held a planning meeting for live fire training.
- Met with representatives at Du-Comm Tuesday morning to review/enact several requested changes, then met with DuPage OHSEM directors to discuss pending changes to EOP requirements, and EMA/CERT options for our village.
- Went to RV dealer in Naperville to reserve vehicles for insulation/carpeting project.
- Attended webinar on new national incident reporting software (NERIS).
- The new ladder truck (Ladder 86) received final preparation by the dealer and featured there (MacQueen in Aurora) by the manufacturer before being delivered to the fire station late Tuesday afternoon (pictures follow.)
- A public push-in ceremony for Ladder 86 has been scheduled for 6 pm on Mon, Nov 18<sup>th</sup> at the fire station (flyer follows.)
- DC Krupp and I met with a promotional testing vendor.
- DC Krupp and I met with two new employees.
- Attended the Village and FD staff meetings.
- I attended live fire training at Darien Woodridge FPD burn tower along with 18 members of our fire department, along with members of Hinsdale FD and Western Springs FD, who we had invited. We ended the night at 11 pm, after completing multiple successful training evolutions and cleaning up.
- Revised and sent the FD 3-year plan and staffing memo to you for review.
- Had a Teams meeting with RFA representatives.
- Received report of broken overhead door last night from duty crew. Scheduled service this morning.

### 2. DC Krupp

- Responded to several fire alarm calls.
- Assisted with FAE training class.

- Administrative duties included personnel matters, payroll review, policy reviews, explorer program, MABAS Fire Investigation Team.
  - Attended Webinar on NERIS Version 1 Launch. Began setting up our participation as a NERIS test department for Version 1 implementation. Advised ESO of our involvement as a selected test department to implement the NERIS reporting system.
  - Attended staff meeting.
  - Discussed with Shannon at Chamber of Commerce our participation in the Halloween Walk and our future participation in the Holiday Walk.
  - Attended live fire training.
3. DC Godek/Fire Prevention Bureau Activity:
- DC Godek was on vacation but sent/forwarded communications regarding the insulation/carpeting project, incident reporting software, and public education supplies.
4. Training Report:
- FAE was held this past Saturday and Sunday (pictures follow.)
  - BOF (hybrid fire academy) started this Monday.
  - The first of two live fire training sessions was held this Wednesday.
  - Our department hosted the MABAS Div 10 Training Officer's meeting on Thursday.
5. Station Report:
- The station insulation/carpet project is on track to be completed the week of Nov 11<sup>th</sup>.
  - A spring broke on the rear (north) overhead door. Maintenance has been scheduled.
6. Emergency Medical Services Report:
- Loyola sent out several clarification emails regarding the recent SMO update.
7. Emergency Management Report:
- Met with DuPage OHSEM (see above.)
8. Du-Comm Report:
- Du-Comm has been experiencing problems with their non-emergency telephone numbers and automated dispatch system. They have provided frequent updates regarding status of both.
9. Public Education:
- Duty crew led the Stonegate Halloween Parade (picture follows).
10. Vehicle Maintenance:
- Engine 86 will go to Cummins following the FAE class for DEF nozzle repair.
11. Notable events:
- N/A





## New Ladder 86



# Ladder 86 Push-In Ceremony

Please join the Clarendon Hills firefighters for a traditional Push-In Ceremony for the new Ladder 86! *This tradition dates back to the days of horse drawn apparatus.*

**MONDAY, NOVEMBER 18TH  
6 PM AT FIREHOUSE  
316 PARK AVENUE**



## FAE





## Halloween Walk and Blackhawk Heights Parade



## VILLAGE OF CLARENDON HILLS PUBLIC SAFETY

DATE: November 1, 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 Manager Creer for our weekly meeting.
- Lexipol policy implementation continues.
- I attended the Safety Committee meeting.
- Police union negotiations continue
- Manager Creer, Chief Korzen, DC Krupp and I met for an FD update.
- Wellness plan development continues.

**VILLAGE OF CLARENDON HILLS**

**November 1, 2024**

**CLAIMS # 24-11-01M**

**November 2024 Manual Checks Total**

**\$425.00**

ACS FINANCIAL SYSTEM  
11/01/2024 12:06:30

Claims Register

VILLAGE OF CLARENDON HILLS  
GL050S-V08.21 COVERPAGE  
GL540R

Report Selection:

RUN GROUP... 110124 COMMENT... D&T CLAIMS 110124

DATA-JE-ID	DATA COMMENT
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D-11012024-545 D&T VENTURES CLAIM 11124

Run Instructions:

Jobq	Banner	Copies	Form	Printer	Hold	Space	LPI	Lines	CPI	CP	SP	RT
L		01			Y	S	6	066	10			



Claims Register  
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CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P ID LINE
D & T VENTURES, LLC	17093						
	MONTHLY WEB SUPPORT 7/24	425.00	OTHER CONTRACTUAL SERVIC	20.560.4208	303094		545 00001
		425.00	**CLAIMS TOTAL				

Claims Register

CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P ID LINE
REPORT TOTALS:		425.00					

RECORDS PRINTED - 000001

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
----	-----	
20	WATER FUND	425.00
TOTAL	ALL FUNDS	425.00

BANK RECAP:

BANK	NAME	DISBURSEMENTS
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BANK	CLARENDON HILLS BANK	425.00
TOTAL	ALL BANKS	425.00

THE PRECEDING LIST OF BILLS PAYABLE WAS REVIEWED AND APPROVED FOR PAYMENT.

DATE	.....	APPROVED BY	.....
			.....
			.....