

Weekly

REPORTS

November 8, 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, Nov. 11

Offices Closed -
Veterans Day

Mon, Nov. 18

Joint Review Board
Special Meeting -
Downtown TIF

Wed, Nov. 13

Foreign Fire Insurance
Board Meeting

Mon, Nov. 18

Rescheduled Regular
Village Board Meeting

Mon, Nov. 18

Joint Review Board
Special Meeting -
Ogden TIF

Wed, Nov. 20

Chamber of Commerce
Meeting

MEMORANDUM

To: Village President Tech and Board of Trustees
From: Zachery Creer, Village Manager
Date: November 8, 2024
Subject: Weekly Report



- **Next Board Meeting** – The next board meeting is November 18th at 6:30 PM at the Village Hall.
- **55th St TIF** – AVM Johnson and I met with Superintendents from District 60 and 181 on Monday. Discussions are ongoing and an additional meeting will be held this afternoon. I provided an updated IGA to the Districts as well a proposed map. These were confirmed by the TIF consultant and TIF attorney as allowable.
- **LRS Contract** - AVM Johnson had an initial contract renewal meeting with LRS.
- **DMMC Manager's Meeting**- I attended the monthly DMMC Manager's meeting which included a presentation from DuPage County IT about the Municipal IT Leadership Roundtable they hosted.
- **Veterans Memorial** – AVM Johnson met with the Historical Society to review plans for a Veterans Memorial at Burlington Plaza.
- **Outdoor Dining Standards** – Staff met to review outdoor dining permit standards for 2025.
- **Veterans Day** - Village offices will be closed on Monday, November 11th in observance of Veterans Day!

MEMORANDUM

To: Zachery Creer, Village Manager
From: Maureen B. Potempa, Finance Director
Date: November 7, 2024
Subject: Department Report

1. On Thursday, Assistant Finance Director Krzemkowski and I held a virtual meeting with Nick Bava and his team from Sikich LLP. This planning session was focused on reviewing new requirements and key dates for the upcoming audit of the CY2024 financials. Sikich will conduct preliminary audit fieldwork onsite at Village Hall on January 16th, with the final fieldwork scheduled to begin the week of March 17
2. The next Board meeting is scheduled for **Monday, November 18**. For your convenience, I have attached the Claims Register, which includes a detailed listing of all pending/issued manual and ACH payments. You can find this at the end of the weekly reports. **(Please find at the end of all weekly reports)**

MEMORANDUM

To: Zachery Creer, Village Manager
From: Brendan McLaughlin, Public Works Director
Date: November 8, 2024
Subject: Weekly Report

1. Crews repaired a main break on Harris on Monday morning.
2. A site visit was held with homeowners to address drainage in their townhome community.
3. Barricades were delivered to Prospect School to aid in traffic flow while adjacent homes are under construction.
4. An electric repair was completed at Village Hall.
5. Training sessions were held on Trenching and Shoring, Slips, Trips and Falls and on Confined Space Entry.
6. ComEd disconnected the power at Well 7 which is slated for demolition.
7. Delivery was taken of a new F450. This is a multi-use vehicle and will serve as lead in Downtown snow removal.
8. Signs were replaced near Holmes School to better facilitate school drop-off and pick up.
9. Signs were installed Downtown to help direct drivers to the Train Station Lot.
10. Crews began power washing sidewalks and planters in the Central Business District. Completed areas run from Brama La Pizza to The Open Door. Additional work is scheduled for next week.
11. The property at 104 Walker received some additional cleanup as more trash was found after the tree removal.
12. I attended a quarterly meeting of Public Works Directors at our Risk Management Agency. Much of the focus was on safety training efforts.
13. I attended a stormwater best practices session put on by the DuPage County Stormwater Department. It was focused on pollution prevention and maintaining the health of creeks and rivers.
14. Our contractor delivered staged snow removal equipment for use on the train platforms and sidewalks leading to the train station.
15. The Fire Department was assisted with our end loader picking up a heavy duty training door at the Darien-Woodridge Fire Department and with delivering barricades to the Clarendon Hills Fire Station.
16. Monthly water samples were collected and taken to the lab for testing. Additional obsolete water meter transmitters were replaced due to non-reads or failing batteries.



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: November 8, 2024
RE: Community Development Department Report

1. **TIF**: Staff worked on an updated 55th Street TIF map and associated parcel number tables.
2. **Development Meeting**: Staff had a virtual development meeting with a developer who is interested in pursuing a project within the downtown area and possibly on Ogden Ave.
3. **Choose DuPage**: Staff had a meeting with the new Vice President of Economic Development for Choose DuPage. Choose DuPage has a number of marketing and economic development tools that can assist the Village in promoting and developing properties. Choose DuPage is very interested in the downtown TIF area and the Village's plans to assist existing and attract new businesses.
4. **Sign Permit**: 6 S. Prospect has a sign permit for their permanent sign and the current temporary sign will now be removed.

To: Village Manager Creer
From: Sgt. Zach Finfrock
Date: November, 8 2024
Subject: Weekly Activity Report



Recent Training, Meetings and Events:

- Sgt Robak is attending a 3-day Field Training Supervisor Course
- Sgt Michalek is attending a 2-week Police Supervision Course
- Detective Pech is attending a 2 day "Preventing Targeted Violence" class
- Sgt. Finfrock is performing safety drills with all CH schools.
- Last Friday the PD took its first department photo in 20 years. Look for the printed version on display in the PD once we get it back from the photographer.

Please remember to help us prevent crime by locking your homes and cars to deter criminal activity and theft.

Recent incidents:

On 11/1 3:05pm Officers responded to a residence for an unresponsive person possibly in cardiac arrest. Officers arrived on scene quickly and began taking over life saving measures. Once CHFD arrived the subject became more responsive and was transported to the hospital. Thank you Officer Espinosa for your swift response.

On 11/01 9:06pm officer stopped a vehicle traveling on Holmes Ave without any headlights. After speaking with the driver, it was learned that their license was not valid. The driver was cited for the violations and released on scene.

On 11/01 10:42pm officers responded to a residence for a loud party. Officers spoke with the residents/owners who related they would keep the noise down.

11/02 8:03am officers stopped a vehicle that was speeding on Holmes Ave. After speaking with the driver, it was learned that their license was suspended. The driver was cited on scene and released.

11/02 9:15pm Officers responded to a residence for a report of a missing juvenile. The juvenile's father related that his child had left the house after a conversation and had not returned home. Officers searched the area and were eventually able to locate the juvenile nearby. Officers mediated the situation.

11/2 3:35pm Officers were called to assist the Fire Department with an uncooperative patient in the 200 blk of 55th street. Upon the arrival of officers, the subject fled from the ambulance running into traffic. Officers were able to make contact with the subject a short distance away and they were transported to the hospital for medical evaluation.

11/4 11:33am Officers took a report of a hit and run that occurred on Commons Circle. The victim reported that someone struck their vehicle while parked causing damage to a side mirror. Investigation pending.

11/4 12:55pm Officers responded for a citizen assist at the PD regarding a domestic issue. Officers gave advice and provided resources.

11/05 9:55am Officers responded to the 5700 block of Holmes Ave for a report of a disturbance. It was alleged that an unknown individual was yelling at people and preventing them from leaving the polling place. The subject left the area prior to officers arrival, advice was given.

11/06 9:47am Officers took a fraud report at the PD. The victim alleged that an unknown individual scammed them into sending money via a cash app in the amount of \$2500.00. Investigation pending.

11/06 12:23pm Officers responded to a dispute in the 200blk of N Jackson. Upon arrival officers encountered multiple subjects who were in a disagreement over a civil matter involving rent. R/O's provided advice and calmed the situation.

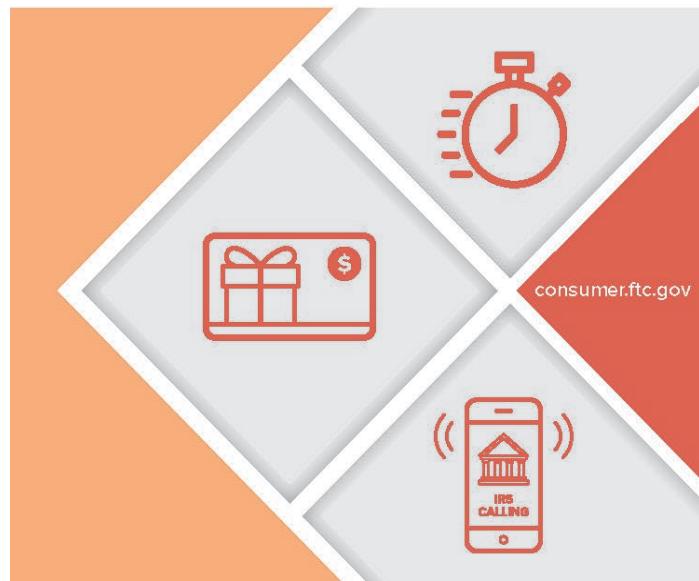
11/06 1:24pm Officers responded to a residence on 58th street for a check well-being. Upon arrival officers met with a caregiver who stated they were unable to contact the resident who lived at the address. Officers made entry to the residence and found the resident unresponsive and deceased. The death appears to be the result of natural causes.

11/06 1:35pm Officers responded to the 200 Blk of N Richmond for a subject yelling in the street. Upon arrival officers encountered an intoxicated subject who was yelling. Officers calmed the situation and provided assistance.

11/06 3:57pm Officers met with a subject at the PD regarding a fraud complaint. The subject related that an unknown individual scammed them into sending money over multiple online applications. Officers gave advice and provided resources, investigation pending.



How To Avoid a Scam



Four Signs That It's a Scam

1

Scammers PRETEND to be from an organization you know.

Scammers often pretend to be contacting you on behalf of the government. They might use a real name, like the FTC, Social Security Administration, IRS, or Medicare, or make up a name that sounds official. Some pretend to be from a business you know, like a utility company, a tech company, or even a charity asking for donations.



They use technology to change the phone number that appears on your caller ID. So the name and number you see might not be real.

2

Scammers say there's a PROBLEM or a PRIZE.

They might say you're in trouble with the government. Or you owe money. Or someone in your family had an

emergency. Or that there's a virus on your computer.

Some scammers say there's a problem with one of your accounts and that you need to verify some information.



Others will lie and say you won money in a lottery or sweepstakes but have to pay a fee to get it.

3

Scammers PRESSURE you to act immediately.

Scammers want you to act before you have time to think. If you're on the phone, they might tell you not to hang up so you can't check out their story.



They might threaten to arrest you, sue you, take away your driver's or business license, or deport you. They might say your computer is about to be corrupted.



4

Scammers tell you to
PAY in a specific way.

They often insist
that you can only
pay by using
cryptocurrency,
wiring money through a company
like MoneyGram or Western Union,
using a payment app, or putting
money on a gift card and then giving
them the numbers on the back of
the card.



Some will send you a check (that
will later turn out to be fake), then
tell you to deposit it and send
them money.

How To Avoid a Scam

► Block unwanted calls and text messages.

Take steps to block unwanted
calls and to filter unwanted
text messages.

► Don't give your personal or financial information in response to a request that you didn't expect.



MEMORANDUM

To: Zachery Creer, Village Manager
From: Michael Korzen, Fire Chief
Date: Nov 8, 2024
Subject: Weekly Department Report 2024-42

1. Chief's Report

- We held the final two days of the FAE certification course on Saturday and Sunday, scheduled from 7 am to 5 pm each day. I spent time Sunday morning checking in with the instructors and students.
- Onboarded a new employee Monday morning with assistance from FF McReynolds.
- Met with you Monday morning regarding fire department operations.
- Lt Fennell and I met with consultant about mounting equipment on new engine and ladder.
- Attended the Du-Comm Chief's meeting.
- Finalized storage pod and other details for insulation/carpeting project.
- Had an online support meeting with ESO software to enable new features.
- Attended Village staff meeting via Teams
- Spoke with Finance about payment options for bay door equipment replacement.
- I attended the second session of live fire training at Darien Woodridge FPD burn tower along with numerous members and Explorers from our fire department, along with members of Westmont FD and Western Springs FD, who we had invited. We ended the night at 1030 pm, after completing multiple successful training evolutions and cleaning up.
- Assisted DC Godek and FF McReynolds in onboarding two more new employees.
- Coordinated installation for new station carpeting.
- Met with DC Godek about several administrative items.

2. DC Krupp

- Payroll activities.
- Explorer updates with BSA.
- Review new/updated policies.
- Phone/email conversation with applicant.

3. DC Godek/Fire Prevention Bureau Activity:

- Attended live fire training Wednesday night.
- Onboarded new employees.
- Assisted new and existing employees with sizing/obtaining bunker gear.
- Met with Chief Korzen.

4. Training Report:

- FAE course finished this past weekend (pictures follow.)

- The second of two live fire training sessions was held this Wednesday.

5. Station Report:

- The station insulation/carpet project is on track to be completed the week of Nov 11th.
- Replacement of springs and cables for rear bay door to be scheduled.

6. Emergency Management Report:

- FF Ladniak provided information about asset tracking & inventory management.

7. Du-Comm Report:

- Du-Comm has been in regular communication about updates for our department.

8. Vehicle Maintenance:

- Engine 86 will go to Cummins following the FAE class for DEF nozzle repair.



FAE



Live Fire Training



VILLAGE OF CLARENDON HILLS PUBLIC SAFETY

DATE: November 8, 2024

To: Village Manager Creer

From: P. Dalen, Public Safety Director

Subject: Weekly Activity Report



Meetings and Events

- I met with Manager Creer for our weekly meeting.
- Lexipol policy implementation continues.
- I completed LEADS access training and CJIS training.
- Police union negotiations continue
- Wellness plan development continues.
- Staff are beginning to plan for the Christmas Walk.

VILLAGE OF CLARENDON HILLS

November 8, 2024

CLAIMS # 24-11-02M

November 2024 Manual Checks Total

\$4367.07

ACS FINANCIAL SYSTEM
11/08/2024 09:23:23

Claims Register

VILLAGE OF CLARENDON HILLS
GL050S-V08.21 COVERPAGE
GL540R

Report Selection:

RUN GROUP... 110824 COMMENT... MANUALS W/O 110824

DATA-JE-ID DATA COMMENT

M-11082024-597 MANUALS W/O 110824

Run Instructions:

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

CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P ID	LINE
COMED		15277						
	0 N OGDEN	3,719.85	UTILITIES	10.541.4235	0NOgdenLite082		597	00009
NICOR GAS		60720						
	1 N PROSPECT	46.13	UTILITIES	01.514.4235	091824 - 1 N P		597	00001
	212 BURLINGTON	49.24	UTILITIES	01.546.4235	091824 - 212 B		597	00002
	261 ANN	44.66	UTILITIES	20.560.4235	091824 - 261 A		597	00003
	316 PARK	176.01	UTILITIES	01.534.4235	091824 - 316 P		597	00004
	448 PARK	157.26	UTILITIES	01.523.4235	091824 - 448 P		597	00005
	452 PARK	98.40	UTILITIES	01.546.4235	091824 - 452 P		597	00006
	452 PARK	52.98	UTILITIES	20.560.4235	091824 - 452 P		597	00007
	5506 VIRGINIA	22.54	UTILITIES	01.514.4235	091824 - 5506		597	00008
		647.22	*TOTAL					
		4,367.07	**CLAIMS TOTAL					

ACS FINANCIAL SYSTEM
11/08/2024 09:23:23

Claims Register

VILLAGE OF CLARENDON HILLS
GL540R-V08.21 PAGE 2

CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P ID	LINE
REPORT TOTALS:		4,367.07						

RECORDS PRINTED - 000009

ACS FINANCIAL SYSTEM
11/08/2024 09:23:23

Claims Register

VILLAGE OF CLARENDON HILLS
GL060S-V08.21 RECAPPAGE
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
01	GENERAL FUND	549.58
10	MOTOR FUEL TAX FUND	3,719.85
20	WATER FUND	97.64
TOTAL ALL FUNDS		4,367.07

BANK RECAP:

BANK	NAME	DISBURSEMENTS
	CLARENDON HILLS BANK	4,367.07
TOTAL ALL BANKS		4,367.07

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

DATE APPROVED BY

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