



# Weekly

## REPORTS

November 21, 2024

Manager's Report

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Finance Dept. Report

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Public Works Dept. Report

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Community Dev. Dept. Report

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Police Dept. Report

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Fire Dept. Report

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Public Safety Director

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## VILLAGE CALENDAR

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

Thu, Nov. 28 - Fri, Nov.

29

**Closed for Thanksgiving**

## MEMORANDUM

**To:** Village President Tech and Board of Trustees  
**From:** Zachery Creer, Village Manager  
**Date:** November 22, 2024  
**Subject:** Weekly Report.



- **Next Board Meeting** – The next board meeting is this Monday, December 16<sup>th</sup> at 6:30 PM at the Village Hall.
- **JRB Meetings** – I acted as Chair representing the Village at two TIF JRB meetings on Monday morning for the Ogden TIF and the Downtown TIF. The JRB voted to accept the annual report.
- **Thassos-** President Tech, Director Cage, and I met with Thassos to discuss their plans for outdoor dining space.
- **Chamber of Commerce Member Meeting** – I attended the Chamber member meeting along with other staff. I presented information on the 2025 Approved Budget and plans to enhance the aesthetics of the downtown.
- **Chamber of Commerce Board Elections** – The Chamber held elections this week for vacant Board positions. Congratulations to Meredith Lannert (Lannert Homes), Rich Ciota (il Mio), Brandon Getchel (Tierra Distilling Co.), and Brian Steinberg (Clarendon Hills Living Magazine). A huge Thank you to outgoing Board members, but especially to Chamber President Jackie Sander. AVM Johnson is also on the Chamber Board as a non-voting member.
- **Annual Wellness Screening** – I participated in the annual wellness screening. Under our insurance pool, participation in these screens helps to lower our health insurance rates. We had a record turnout, thank you AVM Johnson for organizing it.
- **Job Opening** – The Village has an open position in the Public Works Department for Maintenance Worker I. For more information and to apply for the position [please visit the Village website here](#).
- **Thanksgiving week** – Offices will be closed next Thursday and Friday, in observance of the Thanksgiving holiday. Due to the short week, there will not be a weekly next week. Hope everyone has a safe and happy Thanksgiving.

## MEMORANDUM

**To:** Zachery Creer, Village Manager  
**From:** Maureen B. Potempa, Finance Director  
**Date:** November 21, 2024  
**Subject:** Department Report

1. On Wednesday, I participated virtually in a webinar entitled "Internal Audit and Internal Controls" presented by Sikich LLP, our Village Auditor. This session focused on the critical role of internal controls in safeguarding organizations. Key takeaways included:

- The importance of internal controls for operational efficiency, reliable financial reporting, and IT security.
- How internal controls ensure compliance with laws and regulations.
- The role of internal audits in assessing and maintaining effective internal controls.

This webinar provided valuable insights into best practices for protecting our organization while supporting Village objectives.

2. The next Board meeting is scheduled for **Monday, December 16<sup>th</sup>**. 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 22, 2024  
**Subject:** Weekly Report

1. Crews responded to our first snow of the season. Overall, things went well. We do have a couple of minor adjustments to make.
2. A contractor came in and found an electrical issue with the heated sidewalks at the train station. A minor repair was made inside the electrical panel and we should be in good shape going forward.
3. In advance of the snow, each plow truck was inspected, the salt conveyors installed and plows attached.
4. Most importantly, crews received their snow operator refresher training from our risk management consortium.
5. An asphalt patch was installed on Harris from a recent water main break.
6. Holiday decorations were installed in the Downtown. More decorations will be installed next week.
7. Staff installed 30 Christmas Trees for the Chamber of Commerce.
8. More sidewalks were powerwashed in the downtown.
9. A number of meter appointments occurred.
10. A sump pump was replaced at the Park Avenue Water Tower.
11. Our contractor prepared all the native plant beds along the train tracks for winter.
12. Mowing and leaf cleanup occurred at more village properties.
13. A contractor is scheduled to grind the stumps at the vacant lot at Park and Walker.



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 22, 2024  
RE: Community Development Department Report

1. **Chamber Meeting:** Staff attended the regular Chamber of Commerce meeting along with the Village manager, Police Chief, Public Safety Director, and Assistant Village Manager.
2. **Meeting:** Staff met with the operators of Thassos Greek Restaurant along with the Village President and Village Manager.
3. **JRB Meeting:** Staff attended the yearly JRB meeting for the Ogden and Downtown TIF along with the Village Manager and Finance Director.
4. **Code Enforcement:** The following code enforcement activities occurred this week:
  - Staff met with a homeowner about violations and through discussion developed a plan forward to compliance. This property is already placed in our Adjudication system on a continuance.
  - Staff attended Adjudication this week at which compliance was achieved on two cases.
  - Staff moved three more cases along to Adjudication.
  - Several illegally placed signs were taken down this week.
  - Three property maintenance properties were noted this week and notices were sent out for:
  - 100 block of Burlington, Balcony Issue.
  - 100 block of Iroquois - No address, dead tree, accessory structure, and no grass.
  - Checked the status on three new homes: 2 Oxford, 210 Woodstock, and 415 Ruby.
  - 351 Ruby, checked the status and residential sprinkler system inspection which passed.
  - Staff reached out to the builder on Gilbert about closing up the street after the water connection.
  - Staff met with our Adjudicator this week about making improvements to our Lien process. Staff shared this with Finance as this process will run alongside the transfer stamp process that's currently in place.
  - Staff walked the downtown this week and assessed several locations with property maintenance violations.
5. **Economic Development Commission (EDC) Meeting:** The EDC and Staff have scheduled their next meeting for Thursday, December 12, 2024.
6. **104 Walker – Demolition:** Staff met with the Village Board approved demolition contractor on-site at 104 Walker to test the structure, which is a requirement prior to demolition.

To: **Village Manager Creer**  
From: **Chief E. Leinweber**  
Date: **November 22, 2024**  
Subject: **Weekly Activity Report**



**Recent Training, Meetings and Events:**

- Detective Pech attended online seminar training on Geolocation and Cyber DNA from OSINT SIGINT sources.
- I attended online seminar training on balancing Innovation & Ethics: AI's Role in Modern Law Enforcement.
- I attended the IRMA Police Chiefs Steering Committee meeting hosted at Oak Brook PD.
- I attended the final DuPage Chiefs Meeting for the 2024 calendar year in Bloomingdale.
- The department participated in a follow-up IRMA-OSHA compliance assessment check.
- Staff attended the Chamber of Commerce Members meeting and discussed planning for the upcoming and future Holiday Walk festivities.



**Recent incidents:**

November 15, 8:23pm, CHPD learned a recently reported stolen motor vehicle from Infiniti of Clarendon Hills was located in a garage in Chicago. Detectives secured a warrant for the vehicle, and it was towed back to CHPD for evidence processing. Further investigation is pending.

November 15, 10:01am, officers received a well being check request on a resident after a reported threat. Upon speaking with the residents at their home, officers confirmed they were ok but wished to pursue charges against the party making the threat. Officers secured an arrest warrant and is pending service.

November 15, 12:43pm, officers responded with the CHFD to the area of Walker 7 Park for the report of a subject sitting on the curb who appeared to be bleeding. They had been carrying several bags of groceries and reportedly fell due to sidewalk condition. The subject refused hospital transport but was provided medical assistance and walked home by members of the CHFD.

November 16, 5:29pm, the department received a suspicious incident call at Prospect Park regarding a perceived child luring/abduction from the playground area. Upon further investigation and viewing security camera video, officers identified the vehicle involved and went to the registered owner's address for follow-up. Officers determined the suspicious incident was unfounded.

November 19, 8:05am, while conducting traffic enforcement at the intersection of 58<sup>th</sup> & Holmes, officers observed a stop sign violation. Upon stopping the vehicle, officers determined the driver also had a suspended license. The driver was cited for both violations and released on scene.

November 19, 3:31pm, officers assisted the CHFD for the call of a subject who had fallen off their bike and was bleeding near Middaugh & Naperville. The subject was transported to the hospital for treatment.



## MEMORANDUM

**To:** Zachery Creer, Village Manager  
**From:** Michael Korzen, Fire Chief  
**Date:** Nov 22, 2024  
**Subject:** Weekly Department Report 2024-44

### 1. Chief's Report

- Met with you Monday morning.
- Returned RVs
- Contacted garage door repair company to authorize future repair of rear bay door.
- Scheduled pickup of storage pod.
- Ordered equipment mounts for new engine and ladder truck.
- Coordinated scheduling of CPR/First Aid training for PW with FF Penn.
- Attended push-in ceremony for new Ladder 86, followed by the Village board meeting.
- Scheduled meeting with potential vendor for Lieutenant testing.
- Attended Village and FD staff meetings on Wednesday.
- With the exception of one item, all of the EV firefighting equipment for the CY24 capital project arrived on Wednesday.
- Wednesday evening, I attended the Training Committee and Officers meetings, then coordinated with RFA staff prior to their session.
- Completed admin work on Thursday and this morning.

### 2. DC Krupp

- Responded to several fire alarm calls.
- Payroll review.
- Worked on Policies.
- Attended Fire Staff, Training and Officer meetings.
- Discussions with Chief and several officers on December shift schedule.
- Coordinated final maintenance on and sale of old ladder truck.

### 3. DC Godek/Fire Prevention Bureau Activity:

- I met with a new homeowner about combining the smoke detectors with CO units since combination units are now available.
- I met with the sprinkler company about a new townhome building sprinkler system.
- One new home residential sprinkler system was inspected this week.
- I spoke with Park Willow Mgt. about their fire alarm issue.
- The fire alarm billing dispute of. Downtown business has been resolved with our JCI representative.
- Reviewed trouble alarms.
- Attended FD Staff, Training and Officers meetings on Wednesday.

- I spoke with Bloomingdale FPD this week as we updated Du-Comm Fire Marshals list.

4. Training Report:

- Members attended leadership session delivered by RFA on Wednesday.
- Thursday night Explorers and Candidates trained together on search (pictures follow.)

5. Station Report:

- Station project was completed this last weekend, and RVs were returned on Monday
- PO and authorization to proceed sent to garage door repair company for replacement of springs and cables on rear bay. Service to be scheduled when parts arrive.

6. Emergency Medical Services Report:

- N/A

7. Emergency Management Report:

- N/A

8. Du-Comm Report:

- Du-Comm notified member agencies that ETSB is putting out proposals for a new CAD vendor.

9. Public Education:

10. Vehicle Maintenance:

- Old Ladder 86 repaired and taken by buyer Wednesday night (picture follows).

11. Notable events:

- N/A



## Explorer/Candidate Training & Old Ladder 86



## New Ladder 86 Push-In Ceremony



# VILLAGE OF CLARENDON HILLS PUBLIC SAFETY

DATE: November 22, 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 and fire staff for our weekly meeting.
- Lexipol policy implementation continues.
- Chief Leinweber and I attended the Chamber of Commerce board meeting to discuss future scheduling of the Christmas Walk
- The police union contract is pending union approval and Village Board approval.
- Wellness plan development continues.
- I attended an OSHA regulatory meeting held by IRMA staff.
- I attended the FD training committee meeting. The implementation of a 2025 training plan was discussed. Cross-training (rescue task force and critical incident tabletop exercises) with the police department will be added to the FD and PD training plan.

ACS FINANCIAL SYSTEM  
11/21/2024 10:28:06

Claims Register

VILLAGE OF CLARENDON HILLS  
GL050S-V08.21 COVERPAGE  
GL540R

Report Selection:

RUN GROUP... 113024 COMMENT... IDES 113024

DATA-JE-ID DATA COMMENT

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M-11302024-724 IDES MANUAL 11302024

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
	IL DEPT OF EMPLOYMENT SE SOBOTTKE, DAVID IDES BEN	41817 1,140.00 1,140.00	UNEMPLOYMENT COMPENSATIO **CLAIMS TOTAL	01.532.4116	CNXXXX5639X468	724	00001	

ACS FINANCIAL SYSTEM  
11/21/2024 10:28:06

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:		1,140.00						

RECORDS PRINTED - 000001

ACS FINANCIAL SYSTEM  
11/21/2024 10:28:06

Claims Register

VILLAGE OF CLARENDON HILLS  
GL060S-V08.21 RECAPPAGE  
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
01	GENERAL FUND	1,140.00
TOTAL ALL FUNDS		1,140.00

BANK RECAP:

BANK	NAME	DISBURSEMENTS
	CLARENDON HILLS BANK	1,140.00
TOTAL ALL BANKS		1,140.00

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

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

ACS FINANCIAL SYSTEM  
11/21/2024 10:57:13

Claims Register

VILLAGE OF CLARENDON HILLS  
GL050S-V08.21 COVERPAGE  
GL540R

Report Selection:

RUN GROUP... 112124 COMMENT... HOLIDAY CAROLS CHECK

DATA-JE-ID DATA COMMENT

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D-11212024-725 HOLIDAY CAROLS CHECK

Run Instructions:

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

ACS FINANCIAL SYSTEM  
11/21/2024 10:57:13

Claims Register

VILLAGE OF CLARENDON HILLS  
GL540R-V08.21 PAGE 1

CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P ID	LINE
	KAVANAGH/WILLIAM R HOLIDAY HARMONY STROLLIN	48340 750.00 750.00	SPECIAL EVENTS COMMITTEE **CLAIMS TOTAL	01.504.4203	11/18/2024	725	00001	

ACS FINANCIAL SYSTEM  
11/21/2024 10:57:13

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:		750.00						

RECORDS PRINTED - 000001

ACS FINANCIAL SYSTEM  
11/21/2024 10:57:13

Claims Register

VILLAGE OF CLARENDRON HILLS  
GL060S-V08.21 RECAPPAGE  
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
01	GENERAL FUND	750.00
TOTAL ALL FUNDS		750.00

BANK RECAP:

BANK	NAME	DISBURSEMENTS
	CLARENDRON HILLS BANK	750.00
TOTAL ALL BANKS		750.00

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

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