



# Weekly

## REPORTS

December 6, 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)

**Tue, Dec. 10**

Last day for Yard Waste  
Pickup

**Wed, Dec. 18**

Chamber of Commerce  
Meeting

**Tue, Dec. 10**

Cancelled - Clarendon-  
Blackhawk Mosquito  
Abatement District  
Meeting

**Tue, Dec. 24 - Wed,**

**Dec. 25**  
Closed for Christmas  
Holiday

**Mon, Dec. 16**

Village Board Regular  
Meeting

## MEMORANDUM

**To:** Village President Tech and Board of Trustees  
**From:** Zachery Creer, Village Manager  
**Date:** December 6, 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.
- **Holiday Walk** – Today is the annual holiday walk and we are all looking forward to the Tree lighting tonight. Thank you to the Chamber of Commerce, Public Works, Fire, and Police for all their work in making this an annual highlight.
- **DMMC** – I represented Village at DuPage Mayor-Managers. This meeting included a presentation on MERIT, the DuPage County mutual aid network for police resources.
- **104 Walker** – The Request for Proposals for redevelopment of 104 Walker was issued today. Early indications are interest is strong. Demolition of the existing structure is pending ComEd utility disconnect but we are hoping to resolve this before the Christmas Holiday.
- **Witches Reide Recap Meeting** – On Tuesday, staff met with organizers of the Witches Ride to review this year's event and discuss changes for next year's Ride.
- **Job Openings** – Interviews for the vacant Maintenance Worker I position were conducted this week.



1 N. Prospect Avenue  
Clarendon Hills, Illinois 60514  
630.286.5415

## MEMORANDUM

**To:** Zachery Creer, Village Manager  
**From:** Maureen B. Potempa, Finance Director  
**Date:** December 6, 2024  
**Subject:** Department Report

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:** December 6, 2024  
**Subject:** Weekly Report

1. Crews set up for the Holiday Walk this evening.
2. Meters were read on the first of December.
3. 140 remote reading devices were found to be at the end of their useful life. Crews will be replacing these in the coming weeks. They are generally on the exterior of the homes. If inside, residents will be contacted for an appointment.
4. Drainage work was completed on Short Street. The Westmont Public Works Department assisted with their Vactor to help excavate for some of the work.
5. Crews were called out to address the snow on Wednesday evening.
6. A contractor was discovered working without a permit and was turned over to the building department. They are working to get the permits completed in line with the work performed.
7. A water valve was repaired in the vicinity of 55<sup>th</sup> Street and Route 83.
8. The automated lighting system at the train station is being troubleshooted as the control panel has gone blank. The exterior, platform and parking lot lights are set to the on position as a default.
9. CPR training was provided to all employees this week.
10. The Lead Service Line Water Sampling list was provided to the Illinois EPA.
11. The City of Chicago has notified suburban communities that they will begin increasing the levels of orthophosphate in the regional water supply, going from .5 mgl to .85 mgl over the coming weeks. This change was requested by the Illinois EPA as a best practice to limit chances to lead exposure in homes served by lead water services.
12. Our annual leak detection survey was completed this week. Three minor leaks were detected and will be repaired in the near future.
13. Our valve maintenance program also concluded this week. Three valves were discovered that will need repair to improve their operations. No leaks were discovered on the valves.



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630.286.5412

## MEMORANDUM

TO: Zach Creer, Village Manager  
FROM: Ed Cage, AICP, Community Development Director  
DATE: December 6, 2024  
RE: Community Development Department Report

1. **104 Walker – Planned Demolition:** Staff is waiting on ComEd to remove their equipment from the structure before the actual demolition can be scheduled. Once ComEd has performed their work, a safety fence will be installed and demolition of the house and garage will occur. Typically, the demolition part of this project will take a week to remove the structures, remove the foundation and fill the foundation hole with soil and seed and blanket the disturbed area.
2. **104 Walker – Sign:** A For Sign will be posted on the 104 Walker site in the next couple of weeks.
3. **Code Enforcement:** The following code enforcement activities occurred this week:
  - Two new homes, not yet at finals, will need addresses posted.
  - Two Notices for violations were issued for addresses.
  - One case was sent to Adjudication for multiple violations.
  - Staff completed a downtown visit to observe multiple buildings and violations.
  - Staff met with an apartment owner about their violations. It was a good meeting overall.
  - Staff met about a current project and the current status.
  - Several new homes are in the final stages prior to final inspections.
  - A dozen signs were removed this week that were illegally posted in the right of way.
  - Building Safety: Staff met with AVM Mera Johnson for 2025 Building Safety Drills. This is an ongoing project.
4. **Meeting:** Staff met with the Sparrow owners to finalize the RDA signing and discuss the project timeline.
5. **214 Burlington:** The property is due to close and be sold in January.

To: **Village Manager Creer**  
From: **Chief E. Leinweber**  
Date: **December 6, 2024**  
Subject: **Weekly Activity Report**



**Recent Training, Meetings and Events:**

- Department staff trained with the CHFD on doorway breaching techniques and tools.
- December roll call training topics include Juvenile Law Procedure and Cold Weather Preparedness.
- Staff met with the organizers of the Witches Ride to debrief the recent event and begin planning for next year.
- The PD building interior is currently being painted with work completion expected by the end of next week.
- The annual Holiday Walk takes place from 5pm – 9pm tonight and is expected to be well attended. Extra police staff will be on hand during the event directing pedestrian and vehicular traffic flow.



**Recent incidents:**

November 30, 7:48am, officers served a Naperville resident with order of protection paperwork stemming from prior harassment reports made to the department.

November 30, 12:20pm, the driver of a vehicle traveling southbound on Rte 83 was cited for a misdemeanor speeding violation. Officers learned the driver's license was also suspended. The driver was cited and released for the traffic violations and the vehicle was towed from the scene.

December 1, 2:33pm, officers stopped a vehicle for speeding on Chicago Ave. The driver did not possess a valid license to drive either. Citations for speeding and no valid license were issued and the driver was released on scene.

December 2, 1:35pm, officers received a call for an unwanted subject at the Clarendon Hills Bank. The subject was served with a no-trespassing notice and advised they were not allowed at the address.

December 4, 9:10am, officers met with a resident at the station regarding a delayed hit & run vehicle report believed to have occurred at the Jewel/Osco parking lot. Officers are working to obtain video of the incident. Further investigation is pending.



## MEMORANDUM

**To:** Zachery Creer, Village Manager  
**From:** Michael Korzen, Fire Chief  
**Date:** Dec 6, 2024  
**Subject:** Weekly Department Report 2024-45

### 1. Chief's Report

- Met with you Monday morning.
- Had online meeting with First Arriving to begin setup process of informational dashboard
- Onboarding activities for new employees
- Attended promotion/retirement ceremony at partner agency
- Purchased a replacement TV for the fire station
- Attended multi hour training on new ladder truck
- Worked on documentation for board meeting
- Took vehicle in for service evaluation
- Met with PSD Dalen regarding several FD topics
- Attended Village staff meeting
- Attended FD staff meeting
- Communicated with duty crew and followed up on dryer fire at station
- Met with the Finance Director regarding capital expenditures and purchasing policy
- Met with Vicki regarding Tri State IGA documentation
- Meeting with RFA to discuss next class

### 2. DC Krupp

- Responded to several fire calls.
- Fire investigation at 239 Middaugh.
- Fire Investigation at FD.
- Assisted Brookfield on a fire investigation for MABAS 10.
- Attended and assisted with new ladder training
- Attended Fire Staff meeting.
- Assisted with payroll items
- Worked on Policies.
- Updated personnel files, phone lists, response attendance form, training attendance form and entered new hires into ESO.
- Provided Paylocity orientation to three new members
- Spoke with potential applicants and provided overview of department and operations and provided guidance for a career in the fire service.
- Registered fire candidates into IFSI Academy.
- Discussions with chief on administrative items.

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

- 15 fire inspections were conducted over the last two weeks.
- False alarm billing was sent to Finance to invoice out.
- I contacted two building owners to get new keys and placed them once they were received.
- I contacted seven building owners that have fire alarm issues and those are in the process of repair.
- The building repair was made at a condominium building that had a car into it this past summer.
- I met with Seton Montessori about their fire alarm system.
- I worked with Fire Chief on two building related issues with dryer and heating.
- I updated Frontline and notified Police and Building Department of new Property Management at one of our condo communities in town. This system also updates 911 dispatch.
- I participated in Pierce ladder truck training on Monday and met with the representative Tuesday about several maintenance items we might encounter moving forward.
- I worked with one of our new employees on ambulance operations and mapping.

4. Training Report:

- Members continued self-directed training on new ladder truck
- Members received multi-hour factory training from Pierce on new ladder truck.
- FF Gloodt trained members of the PD on forcible entry techniques.

5. Station Report:

- Rear bay door repair/replacement scheduled for next week.
- Repair company coming today to evaluate dryer.
- HVAC company coming today to evaluate front HVAC unit.

6. Emergency Medical Services Report:

- N/A

7. Emergency Management Report:

- N/A

8. Du-Comm Report:

- N/A

9. Public Education:

- L86 and multiple employees/Explorers participated in the Toy Express charity kick off parade (picture follows).
- Multiple employees/Explorers participating in Holiday Walk tonight.

10. Vehicle Maintenance:

- L86 – A few items were found during ladder truck training for the dealer to fix.

11. Notable events:

- 239 Middaugh – Fire in trash can inside of garage, likely caused by oil soaked rags.
- Fire station – Items inside of dryer caught fire, cause undetermined.



## Toy Express Kickoff



# VILLAGE OF CLARENDON HILLS PUBLIC SAFETY

DATE: December 6, 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.
- Staff finalized the Holiday Walk operations orders.
- The police union contract is pending Village Board approval.
- Wellness plan development continues.
- I met with Chief Korzen regarding FD training.
- Police and Fire staff will attend the upcoming Rescue Task Force Train the Trainer course. Department-wide cross-training will occur in the near future.

ACS FINANCIAL SYSTEM  
12/04/2024 15:37:37

Claims Register

VILLAGE OF CLARENDON HILLS  
GL050S-V08.21 COVERPAGE  
GL540R

Report Selection:

RUN GROUP... 120424 COMMENT... CLAIMS WO 120624

DATA-JE-ID DATA COMMENT

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M-12112024-831 MANUAL CLAIMS WO 120624

Run Instructions:

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

Claims Register

CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P ID	LINE
COMED	5506 VIRGINIA	15277	81.81 UTILITIES 81.81 **CLAIMS TOTAL	01.540.4235	5506 Virginia	831	00001	

ACS FINANCIAL SYSTEM  
12/04/2024 15:37:37

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:		81.81						

RECORDS PRINTED - 000001

ACS FINANCIAL SYSTEM  
12/04/2024 15:37:37

Claims Register

VILLAGE OF CLARENDON HILLS  
GL060S-V08.21 RECAPPAGE  
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
01	GENERAL FUND	81.81
TOTAL ALL FUNDS		81.81

BANK RECAP:

BANK	NAME	DISBURSEMENTS
	CLARENDON HILLS BANK	81.81
TOTAL ALL BANKS		81.81

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

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

ACS FINANCIAL SYSTEM  
11/27/2024 15:13:16

Claims Register

VILLAGE OF CLARENDON HILLS  
GL050S-V08.21 COVERPAGE  
GL540R

Report Selection:

RUN GROUP... 240220 COMMENT... IPBC DECEMBER

DATA-JE-ID DATA COMMENT

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M-12022024-778 IPBC DECEMBER 2024

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
	INTERGOVERNMENTAL PERSON	42399						
	LIBRARY HEALTH/LIFE INS	3,318.33	DUE FROM CH LIBRARY	01.000.1340			778	00009
	LIBRARY DENTAL INSURANCE	181.40	DUE FROM CH LIBRARY	01.000.1340			778	00019
	RETIREE HEALTH INS	659.07	RETIREE/COBRA INSURANCE	01.000.1375			778	00010
	RETIREE DENTAL INSURANCE	494.40	RETIREE/COBRA INSURANCE	01.000.1375			778	00020
	SUPPLEMENTAL LIFE INS	82.50	EMPLOYEE SUPP. INS. CONT	01.000.2031			778	00024
	WEX & COMPSYCH FEES	230.61	EMPLOYEE HEALTH & SAFETY	01.510.4115			778	00023
	HEALTH/LIFE INSURANCE	5,951.29	HEALTH/DENTAL INSURANCE	01.510.4120			778	00001
	DENTAL INSURANCE	289.17	HEALTH/DENTAL INSURANCE	01.510.4120			778	00012
	HEALTH/LIFE INSURANCE	5,247.40	HEALTH/DENTAL INSURANCE	01.512.4120			778	00002
	DENTAL INSURANCE	192.78	HEALTH/DENTAL INSURANCE	01.512.4120			778	00013
	PSEBA	2,130.43	PSEBA	01.520.4117			778	00004
	HEALTH/LIFE INSURANCE	21,165.63	HEALTH/DENTAL INSURANCE	01.520.4120			778	00003
	DENTAL INSURANCE	1,020.61	HEALTH/DENTAL INSURANCE	01.520.4120			778	00014
	HEALTH/LIFE INSURANCE	6,897.24	HEALTH/DENTAL INSURANCE	01.530.4120			778	00005
	DENTAL INSURANCE	305.55	HEALTH/DENTAL INSURANCE	01.530.4120			778	00015
	HEALTH/LIFE INSURANCE	5,877.45	HEALTH/DENTAL INSURANCE	01.540.4120			778	00006
	DENTAL INSURANCE	295.40	HEALTH/DENTAL INSURANCE	01.540.4120			778	00016
	HEALTH/LIFE INSURANCE	4,930.76	HEALTH/DENTAL INSURANCE	01.550.4120			778	00007
	DENTAL INSURANCE	144.59	HEALTH/DENTAL INSURANCE	01.550.4120			778	00017
	HEALTH/LIFE INSURANCE	2,489.15	HEALTH/DENTAL INSURANCE	20.560.4120			778	00008
	DENTAL INSURANCE	66.33	HEALTH/DENTAL INSURANCE	20.560.4120			778	00018
	RETIREE HEALTH INS	659.07	RETIREE/COBRA INSURANCE	71.000.1375			778	00011
	RETIREE DENTAL INS	96.39	RETIREE/COBRA INSURANCE	71.000.1375			778	00021
	RETIREE DENTAL INSURANCE	96.39	RETIREE/COBRA INSURANCE	72.000.1375			778	00022
		62,821.94	*TOTAL					
		62,821.94	**CLAIMS TOTAL					

ACS FINANCIAL SYSTEM  
11/27/2024 15:13:16

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:		62,821.94						

RECORDS PRINTED - 000024

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
01	GENERAL FUND	59,414.61
20	WATER FUND	2,555.48
71	POLICE PENSION FUND	755.46
72	FIREMEN PENSION FUND	96.39
TOTAL ALL FUNDS		62,821.94

BANK RECAP:

BANK	NAME	DISBURSEMENTS
BANK	CLARENDON HILLS BANK	62,821.94
TOTAL ALL BANKS		62,821.94

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

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

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