



Weekly

REPORTS

December 13, 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 *of*
CLARENDON HILLS**

VILLAGE CALENDAR

See www.clarendonhills.us

Village Board Regular Meeting

December 16, 2024, 6:30 PM @ Board Room

[More Details](#)

Chamber of Commerce Meeting

December 18, 2024, 9:00 AM - 11:00 AM @ Board Room

[More Details](#)

Closed for Christmas Holiday

December 24, 2024 - December 25, 2024

[More Details](#)

MEMORANDUM

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



- **Next Board Meeting** – The next board meeting is this Monday, December 16th at 6:30 PM at the Village Hall.
- **Holiday Walk**- I attended the annual Holiday Walk. I was happy to see full businesses on a cold night.
- **Developer Meetings**- Director Cage and I met with multiple developers this week regarding properties in town.
- **Department Head Reviews**- I completed annual department head reviews this week.
- **Coe, Chicago, Norfolk**- Staff received preliminary engineering on options for the intersection. January Board meeting is the target for a Board decision.

Have a good weekend!



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 13, 2024
Subject: Department Report

The next Board meeting is scheduled for **Monday, December 16**. 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)**

ACS FINANCIAL SYSTEM
12/10/2024 12:45:16

Claims Register

VILLAGE OF CLARENDON HILLS
GL050S-V08.21 COVERPAGE
GL540R

Report Selection:

RUN GROUP... 122416 COMMENT... MANUALS 121624

DATA-JE-ID DATA COMMENT

M-12162024-891 MANUAL CLAIMS 2 121624

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 |
|--------------------------|-------------|----------|--------------------------|----------------|------------|-----|--------|-------|
| CHASE CARD SERVICES | 23325 | | | | | | | |
| IGFOA - HOLIDAY LUNCH (2 | | 100.00 | CONFERENCES/TRAINING/MEE | 01.512.4291 | 102221 | | 891 | 00001 |
| IGOFA YEAR END TRAINING | | 20.00 | CONFERENCES/TRAINING/MEE | 01.512.4291 | 102222 | | 891 | 00002 |
| ILSOS NOTARY - V SMITH | | 16.00 | MEMBERSHIPS & SUBSCRIPTI | 01.512.4292 | 102223 | | 891 | 00003 |
| FEDEX | | 33.07 | OTHER PROFESSIONAL SERVI | 01.550.4207 | 11-22-2024 | | 891 | 00034 |
| SURVEY 1 N. PROSPECT | | 1,750.00 | OTHER PROFESSIONAL SERVI | 01.550.4207 | 11-22-2024 | | 891 | 00035 |
| SCHOOL SAFETY SUMMIT 405 | | 40.00 | CONFERENCES/TRAINING/MEE | 01.520.4291 | 11222024 | | 891 | 00036 |
| SMOSINT 4002 TRAINING | | 375.00 | CONFERENCES/TRAINING/MEE | 01.521.4291 | 11222024 | | 891 | 00037 |
| LEINWEBER NOTARY | | 16.00 | MEMBERSHIPS & SUBSCRIPTI | 01.521.4292 | 11222024 | | 891 | 00038 |
| MONDAY.COM SUPERFORM | | 780.00 | MEMBERSHIPS & SUBSCRIPTI | 01.521.4292 | 11222024 | | 891 | 00039 |
| MONDAY.COM NEW APP CHISE | | 480.00 | MEMBERSHIPS & SUBSCRIPTI | 01.521.4292 | 11222024 | | 891 | 00040 |
| MONDAY.COM WORK MANAGEME | | 684.00 | MEMBERSHIPS & SUBSCRIPTI | 01.521.4292 | 11222024 | | 891 | 00041 |
| JEWEL HALLOWEEN CANDY | | 59.96 | OPERATING SUPPLIES | 01.522.4318 | 11222024 | | 891 | 00042 |
| AMAZON DETECTIVE HEATER | | 35.98 | OPERATING SUPPLIES | 01.522.4318 | 11222024 | | 891 | 00043 |
| AMAZON COFFEE | | 69.98 | OPERATING SUPPLIES | 01.522.4318 | 11222024 | | 891 | 00044 |
| AMAZON COFFEE CUPS | | 41.12 | OPERATING SUPPLIES | 01.522.4318 | 11222024 | | 891 | 00045 |
| I CLOUD STORAGE R KRUPP | | 2.99 | TELEPHONE | 01.530.4212 | 11222024 | | 891 | 00011 |
| PURCHASE STATION COFFEE | | 277.81 | FOREIGN FIRE INS TAX EXP | 01.530.4336 | 11222024 | | 891 | 00007 |
| TRAINING MATERIALS | | 333.20 | CONFERENCES/TRAINING/MEE | 01.531.4291 | 11222024 | | 891 | 00013 |
| SUBWAY FOOD | | 106.78 | CONFERENCES/TRAINING/MEE | 01.531.4291 | 11222024 | | 891 | 00014 |
| FOOD FOR TRAINING CLASS | | 49.50 | CONFERENCES/TRAINING/MEE | 01.531.4291 | 11222024 | | 891 | 00015 |
| FOOD FROM JEWEL TRAINING | | 64.93 | CONFERENCES/TRAINING/MEE | 01.531.4291 | 11222024 | | 891 | 00017 |
| FOOD FOR TRAINING CLASS | | 41.97 | CONFERENCES/TRAINING/MEE | 01.531.4291 | 11222024 | | 891 | 00018 |
| FOOD FROM JIMMY JOHNS TR | | 138.98 | CONFERENCES/TRAINING/MEE | 01.531.4291 | 11222024 | | 891 | 00019 |
| FOOD FOR TRAINING CLASS | | 47.95 | CONFERENCES/TRAINING/MEE | 01.531.4291 | 11222024 | | 891 | 00021 |
| FOOD FOR TRAINING CLASS | | 106.78 | CONFERENCES/TRAINING/MEE | 01.531.4291 | 11222024 | | 891 | 00023 |
| FOOD FOR TRAINING CLASS | | 24.97 | CONFERENCES/TRAINING/MEE | 01.531.4291 | 11222024 | | 891 | 00024 |
| NFPA 921 GUIDE | | 1,838.39 | CONFERENCES/TRAINING/MEE | 01.531.4291 | 11222024 | | 891 | 00029 |
| BATTERIES FOR EQUIPMENT | | 49.74 | OPERATING SUPPLIES-GENER | 01.531.4318 | 11222024 | | 891 | 00022 |
| RUSTO OLEUM FLAT SPRAY P | | 19.95 | MINOR TOOLS & EQUIP | 01.531.4322 | 11222024 | | 891 | 00006 |
| 6 PACK CARBON STEEL WIRE | | 113.32 | MINOR TOOLS & EQUIP | 01.531.4322 | 11222024 | | 891 | 00009 |
| SURFACING ITEMS | | 97.99 | MINOR TOOLS & EQUIP | 01.531.4322 | 11222024 | | 891 | 00012 |
| EXTENSION CORD SETUP | | 210.47 | MINOR TOOLS & EQUIP | 01.531.4322 | 11222024 | | 891 | 00020 |
| 2021 CHEVY TAHOE REPAIR | | 29.99 | CONTRACT LABOR-VEHICLES | 01.531.4602 | 11222024 | | 891 | 00028 |
| 3 MAGNETIC MICS FOR FIRE | | 141.84 | VEHICLE SUPPLIES | 01.531.4604 | 11222024 | | 891 | 00010 |
| CAR WASH EVERCLEAN | | 23.00 | VEHICLE SUPPLIES | 01.531.4604 | 11222024 | | 891 | 00025 |
| PINE SOL SURFACE CLEANER | | 41.99 | O & M SUPPLIES-BUILDING | 01.534.4320 | 11222024 | | 891 | 00008 |
| OFFICE SUPPLIES FOR TRAI | | 110.07 | O & M SUPPLIES-BUILDING | 01.534.4320 | 11222024 | | 891 | 00016 |
| RV TOILET PAPER | | 57.01 | O & M SUPPLIES-BUILDING | 01.534.4320 | 11222024 | | 891 | 00026 |
| RV RENTAL | | 333.93CR | OTHER PROFESSIONAL SERVI | 65.590.4207 | 11222024 | | 891 | 00004 |
| RV RENTAL | | 356.00CR | OTHER PROFESSIONAL SERVI | 65.590.4207 | 11222024 | | 891 | 00005 |
| PODS STORAGE UNIT | | 248.00 | OTHER PROFESSIONAL SERVI | 65.590.4207 | 11222024 | | 891 | 00027 |
| RV RENTAL | | 799.91 | OTHER PROFESSIONAL SERVI | 65.590.4207 | 11222024 | | 891 | 00030 |
| RV RENTAL | | 300.00 | OTHER PROFESSIONAL SERVI | 65.590.4207 | 11222024 | | 891 | 00031 |
| RV RENTAL | | 300.00 | OTHER PROFESSIONAL SERVI | 65.590.4207 | 11222024 | | 891 | 00032 |
| RV RENTAL | | 799.91 | OTHER PROFESSIONAL SERVI | 65.590.4207 | 11222024 | | 891 | 00033 |
| AMZN - BIRTHDAY CARDS | | 33.99 | EMPLOYEE RELATIONS | 01.500.4290 | 12-16-2024 | | 891 | 00046 |

| CLAIM NUMBER | DESCRIPTION | AMOUNT | ACCOUNT NAME | FUND & ACCOUNT | INVOICE | PO# | F/P ID | LINE |
|--------------------------|-------------|--------------------------|--------------|----------------|---------|-----|--------|------|
| CHASE CARD SERVICES | 23325 | | | | | | | |
| COUNTRY HOUSE - SCHOOL D | 74.10 | CONFERENCE/TRAINING/MEE | 01.500.4291 | 12-16-2024 | | 891 | 00047 | |
| AMZN - CANDY CANES HOLID | 19.99 | SPECIAL EVENTS COMMITTEE | 01.504.4203 | 12-16-2024 | | 891 | 00048 | |
| AMAZON - WATER HOLIDAY | 64.89 | SPECIAL EVENTS COMMITTEE | 01.504.4203 | 12-16-2024 | | 891 | 00049 | |
| AMZN MKTP - PORTABLE RAM | 869.95 | OPERATING SUPPLIES | 01.505.4318 | 12-16-2024 | | 891 | 00050 | |
| AMZN - STRIPING PAINT | 152.95 | OPERATING SUPPLIES | 01.505.4318 | 12-16-2024 | | 891 | 00051 | |
| AMAZON - STRIPING PAINT | 49.44 | OPERATING SUPPLIES | 01.505.4318 | 12-16-2024 | | 891 | 00052 | |
| HUMBLEFAX | 10.00 | OTHER PROFESSIONAL SERVI | 01.513.4207 | 12-16-2024 | | 891 | 00053 | |
| CYBERLYNK | 41.94 | OTHER PROFESSIONAL SERVI | 01.513.4207 | 12-16-2024 | | 891 | 00054 | |
| SANGOMA | 414.15 | OTHER PROFESSIONAL SERVI | 01.513.4207 | 12-16-2024 | | 891 | 00055 | |
| PAX8 | 1,524.96 | OTHER PROFESSIONAL SERVI | 01.513.4207 | 12-16-2024 | | 891 | 00056 | |
| ISA- ARBORIST DUES | 190.00 | MEMBERSHIPS & SUBSCRIPTI | 01.540.4292 | 12-16-2024 | | 891 | 00057 | |
| AMAZON MKTPL - HDMI CABL | 17.90 | OFFICE SUPPLIES | 01.540.4301 | 12-16-2024 | | 891 | 00058 | |
| ARBORWEAR - UNIFORMS | 373.20 | UNIFORMS/CLOTHING/EQUIPM | 01.540.4317 | 12-16-2024 | | 891 | 00059 | |
| AMAZON - WATERPROOF BIBS | 64.35 | UNIFORMS/CLOTHING/EQUIPM | 01.540.4317 | 12-16-2024 | | 891 | 00060 | |
| AMAZON MKTPL - HDMI CABL | 99.33 | UNIFORMS/CLOTHING/EQUIPM | 01.540.4317 | 12-16-2024 | | 891 | 00061 | |
| THE HOME DEPOT - PLANTER | 242.16 | OPERATING SUPPLIES | 01.540.4318 | 12-16-2024 | | 891 | 00062 | |
| THE HOME DEPOT - CONCRET | 250.68 | OPERATING SUPPLIES | 01.540.4318 | 12-16-2024 | | 891 | 00063 | |
| THE HOME DEPOT - HISTORI | 200.41 | OPERATING SUPPLIES | 01.540.4318 | 12-16-2024 | | 891 | 00064 | |
| THE HOME DEPOT - CONCRET | 250.68 | OPERATING SUPPLIES | 01.540.4318 | 12-16-2024 | | 891 | 00065 | |
| THE HOME DEPOT - CONCRET | 250.68 | OPERATING SUPPLIES | 01.540.4318 | 12-16-2024 | | 891 | 00066 | |
| THE HOME DEPOT - CONCRET | 44.80 | OPERATING SUPPLIES | 01.540.4318 | 12-16-2024 | | 891 | 00067 | |
| THE HOME DEPOT - CONCRET | 86.62 | OPERATING SUPPLIES | 01.540.4318 | 12-16-2024 | | 891 | 00068 | |
| THE HOME DEPOT - PARK AV | 259.00 | MAINTENANCE BUILDINGS | 20.560.4262 | 12-16-2024 | | 891 | 00069 | |
| ARBORWEAR - UNIFORMS | 373.20 | UNIFORMS/CLOTHING/EQUIPM | 20.560.4317 | 12-16-2024 | | 891 | 00070 | |
| AMAZON WATERPROOF BIBS | 64.34 | UNIFORMS/CLOTHING/EQUIPM | 20.560.4317 | 12-16-2024 | | 891 | 00071 | |
| AMAZON MKTPL - HDMI CABL | 99.33 | UNIFORMS/CLOTHING/EQUIPM | 20.560.4317 | 12-16-2024 | | 891 | 00072 | |
| THE HOME DEPOT - CONCRET | 31.14 | OPERATING SUPPLIES | 20.560.4318 | 12-16-2024 | | 891 | 00073 | |
| VCNA PRAIRIE COD - CONCR | 764.75 | OPERATING SUPPLIES | 20.560.4318 | 12-16-2024 | | 891 | 00074 | |
| | 17,107.55 | *TOTAL | | | | | | |
| COMCAST | 15257 | | | | | | | |
| 12/24 INTERNET CHARGES | 427.50 | TELEPHONE | 01.510.4212 | 22629577 | | 891 | 00075 | |
| 12/24 INTERNET CHARGES | 200.00 | TELEPHONE | 01.513.4212 | 22629577 | | 891 | 00076 | |
| 12/24 INTERNET CHARGES | 1,140.00 | TELEPHONE | 01.520.4212 | 22629577 | | 891 | 00077 | |
| 12/24 INTERNET CHARGES | 712.50 | TELEPHONE | 01.530.4212 | 22629577 | | 891 | 00078 | |
| 12/24 INTERNET CHARGES | 285.00 | TELEPHONE | 01.540.4212 | 22629577 | | 891 | 00079 | |
| 12/24 INTERNET CHARGES | 285.00 | TELEPHONE | 20.560.4212 | 22629577 | | 891 | 00080 | |
| | 3,050.00 | *TOTAL | | | | | | |
| COMED | 15277 | | | | | | | |
| 0 N CORWALKER | 341.00 | UTILITIES | 10.541.4235 | 0 N Corwalker | | 891 | 00081 | |
| 0 S BURLINGTON 1E ROSE | 71.50 | UTILITIES | 10.541.4235 | 0 S Burlington | | 891 | 00082 | |
| 0 WESTERN & COLFAX | 16.34 | UTILITIES | 10.541.4235 | 0 Western & Co | | 891 | 00083 | |
| 1 N PROSPECT | 99.42 | UTILITIES | 10.541.4235 | 1 N Prospect 1 | | 891 | 00084 | |
| 140 BURLINGTON | 38.01 | UTILITIES | 01.540.4235 | 140 Burlington | | 891 | 00085 | |
| 229 MIDDAUGH | 30.33 | UTILITIES | 20.560.4235 | 229 Middaugh 1 | | 891 | 00086 | |
| 261 ANN | 629.00 | UTILITIES | 20.560.4235 | 261 Ann 122324 | | 891 | 00087 | |
| 278 HOLMES WELL 6 | 44.39 | UTILITIES | 20.560.4235 | 278 Holmes 122 | | 891 | 00088 | |

| CLAIM NUMBER | DESCRIPTION | AMOUNT | ACCOUNT NAME | FUND & ACCOUNT | INVOICE | PO# | F/P ID | LINE |
|--------------|---------------------|-----------|----------------|----------------|----------------|-----|--------|-------|
| COMED | | 15277 | | | | | | |
| | 97 PARK | 29.04 | UTILITIES | 01.505.4235 | 97 Park Ave - | | 891 | 00089 |
| | | 1,299.03 | *TOTAL | | | | | |
| FLAGG | CREEK WATER RECLAM | 28480 | | | | | | |
| | 1 N PROSPECT | 26.57 | UTILITIES | 01.514.4235 | 1NProspect1225 | | 891 | 00090 |
| | 316 PARK | 2.74 | UTILITIES | 01.534.4235 | 316Park122524 | | 891 | 00091 |
| | 448 PARK | 16.82 | UTILITIES | 01.523.4235 | 448Park122524 | | 891 | 00092 |
| | 452 PARK | 108.51 | UTILITIES | 01.546.4235 | 452Park122524 | | 891 | 00093 |
| | 452 PARK | 108.51 | UTILITIES | 20.560.4235 | 452Park122524 | | 891 | 00094 |
| | 5506 VIRGINIA | 33.64 | UTILITIES | 01.540.4235 | 5506Virginia12 | | 891 | 00095 |
| | | 296.79 | *TOTAL | | | | | |
| VERIZON | WIRELESS #1 | 90095 | | | | | | |
| | 11/24 PHONE LINES | 272.93 | TELEPHONE | 01.510.4212 | 6100279718 | | 891 | 00096 |
| | 11/24 PHONE LINES | 36.01 | TELEPHONE | 01.513.4212 | 6100279718 | | 891 | 00097 |
| | 11/24 PHONE LINES | 865.04 | TELEPHONE | 01.520.4212 | 6100279718 | | 891 | 00098 |
| | 11/24 PHONE LINES | 34.63 | TELEPHONE | 01.530.4212 | 6100279718 | | 891 | 00099 |
| | 11/24 PHONE LINES | 5.25 | TELEPHONE | 01.531.4212 | 6100279718 | | 891 | 00100 |
| | 11/24 PHONE LINES | 47.38 | TELEPHONE | 01.532.4212 | 6100279718 | | 891 | 00101 |
| | 11/24 PHONE LINES | 3.50 | TELEPHONE | 01.535.4212 | 6100279718 | | 891 | 00102 |
| | 11/24 PHONE LINES | 73.09 | TELEPHONE | 01.540.4212 | 6100279718 | | 891 | 00103 |
| | 11/24 PHONE LINES | 126.55 | TELEPHONE | 20.560.4212 | 6100279718 | | 891 | 00104 |
| | | 1,464.38 | *TOTAL | | | | | |
| VERIZON | WIRELESS #3 | 90097 | | | | | | |
| | 11/2024 CELL PHONES | 89.70 | TELEPHONE | 01.520.4212 | 6100279719 | | 891 | 00105 |
| | 11/2024 CELL PHONES | 42.35 | TELEPHONE | 01.530.4212 | 6100279719 | | 891 | 00106 |
| | 11/2024 CELL PHONES | 38.01 | TELEPHONE | 01.532.4212 | 6100279719 | | 891 | 00107 |
| | 11/2024 CELL PHONES | 42.35 | TELEPHONE | 01.533.4212 | 6100279719 | | 891 | 00108 |
| | 11/2024 CELL PHONES | 27.13 | TELEPHONE | 01.540.4212 | 6100279719 | | 891 | 00109 |
| | 11/2024 CELL PHONES | 27.13 | TELEPHONE | 20.560.4212 | 6100279719 | | 891 | 00110 |
| | | 266.67 | *TOTAL | | | | | |
| VERIZON | WIRELESS #4 | 90098 | | | | | | |
| | 11/24 DATA CHARGES | 580.14 | TELEPHONE | 01.520.4212 | 6100279720 | | 891 | 00111 |
| | 11/24 DATA CHARGES | 62.24 | TELEPHONE | 01.530.4212 | 6100279720 | | 891 | 00112 |
| | 11/24 DATA CHARGES | 131.03 | TELEPHONE | 01.531.4212 | 6100279720 | | 891 | 00113 |
| | 11/24 DATA CHARGES | 35.72 | TELEPHONE | 01.532.4212 | 6100279720 | | 891 | 00114 |
| | 11/24 DATA CHARGES | 11.91 | TELEPHONE | 01.533.4212 | 6100279720 | | 891 | 00115 |
| | 11/24 DATA CHARGES | 100.65 | TELEPHONE | 01.540.4212 | 6100279720 | | 891 | 00116 |
| | | 921.69 | *TOTAL | | | | | |
| | | 24,406.11 | **CLAIMS TOTAL | | | | | |

ACS FINANCIAL SYSTEM
12/10/2024 12:45:16

Claims Register

VILLAGE OF CLARENDON HILLS
GL540R-V08.21 PAGE 4

| CLAIM NUMBER | DESCRIPTION | AMOUNT | ACCOUNT NAME | FUND & ACCOUNT | INVOICE | PO# | F/P ID | LINE |
|----------------|-------------|-----------|--------------|----------------|---------|-----|--------|------|
| REPORT TOTALS: | | 24,406.11 | | | | | | |

RECORDS PRINTED - 000116

ACS FINANCIAL SYSTEM
12/10/2024 12:45:16

Claims Register

VILLAGE OF CLARENDON HILLS
GL060S-V08.21 RECAPPAGE
GL540R

FUND RECAP:

| FUND | DESCRIPTION | DISBURSEMENTS |
|-----------------|------------------------------|---------------|
| 01 | GENERAL FUND | 19,277.29 |
| 10 | MOTOR FUEL TAX FUND | 528.26 |
| 20 | WATER FUND | 2,842.67 |
| 65 | CAPITAL PROJECTS/IMPROVEMENT | 1,757.89 |
| TOTAL ALL FUNDS | | 24,406.11 |

BANK RECAP:

| BANK | NAME | DISBURSEMENTS |
|-----------------|----------------------|---------------|
| BANK | CLARENDON HILLS BANK | 24,406.11 |
| TOTAL ALL BANKS | | 24,406.11 |

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

DATE APPROVED BY

.....

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MEMORANDUM

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

1. A b-box (external shut off valve) was installed on Iroquois as a prior owner built a garage over the original b-box. Unfortunately, the water service line broke in the course of completing this work resulting in low water pressure for a couple of hours while the repair was made. This work also included a substantial amount of hand digging to access the rear yard water main.
2. A contractor installed a construction fence at Walker and Park in order to demolish the existing home. Public Works confirmed with ComEd that the electricity has been de-energized. The Community Development Director is coordinating with the demolition contractor to set a date for demolition. Once the contractor completes demolition and grades that area, we will have the construction fence removed.
3. Sod was installed on Short Street in the area that was disturbed from a storm water project.
4. The remaining landscaping beds were cleaned up.
5. A coordinating meeting was held with our consulting engineers to finalize bid documents for the decommissioning of Well 7. The bid document will be issued in January.
6. Tree removals occurred in a number of locations around the Village. Stumps will be ground down and the holes made level with the ground for the winter. Dirt and seed will be placed in the spring.
7. Public Works visited Holmes Elementary School to participate in their touch a truck event on Friday.
8. A number of water meter remote read devices were replaced as they were failing due to age.
9. The Illinois EPA sent us notice approving our water sampling locations for 2025.

MEMORANDUM

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

1. **104 Walker – Planned Demolition:** Staff is hoping to have a demolition schedule in the next few days for the vacant single-family residence.
2. **104 Walker – Meetings:** Staff had a number of meetings with prospective developers for 104 Walker as a result of the recently posted Request for Proposals (RFP).
3. **Code Enforcement:** The following code enforcement activities occurred this week:
 - 10 Block of S. Prospect, followed up on vacant property.
 - 7 Signs removed on South side.
 - 50 Block of Bonnie, Drainage issue observed.
 - 100 block of Byrd, Drainage issue observed.
 - Staff met regarding 2025 code set upgrade.
 - 10 Block of Walker, Residential sprinkler inspection conducted as Downtown project is moving forward.
 - Staff met with the General Contractor to correct utility matters.
 - Staff provided a report on vacant buildings throughout the village to Finance.
 - Spoke with a resident about sign provision code.
 - 100 Block of Burlington, notice to go out regarding property maintenance violations.
4. **Economic Development Commission Meeting (EDC):** The EDC held a regular meeting on 12/12/2024.

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



Recent Training, Meetings and Events:

- Interior painting of the police department building was completed this week.
- Officer Espinosa attended a 40-hour Crisis Intervention Team training class.
- Sergeant Robak attended a 32-hour NEMRT Training Manager Specialist class.
- Sergeant Finfrock and Assistant to the Chief Green participated in online NIBRS training.
- Sergeant Finfrock attended the quarterly D181 safety and crisis meeting.
- Detective Pech represented CHPD at the funeral services for fallen Oak Park Detective Allan Reddins. Pech and Reddins were Police Academy classmates.
- Last week's Holiday Walk event went off without a hitch. Staff is planning a debrief after the holiday season.

Recent incidents:

December 7, 10:21pm, officers responded with the CHFD to a residence for the subject having a mental health crisis. Assistance was provided and the subject was transported to the hospital for evaluation.

December 10, 11:54am, a resident called to report they were the victim of a fraud. The victim advised they were defrauded out of several hundred dollars in a social media lottery. Officers provided advice and documented the event in a report.

December 10, 6:08pm, officers responded to the Jewel Osco for a retail theft report. Staff advised an unknown subject left the store with several bottles of liquor without paying. Investigation is pending.

December 12, 10:30pm, officers responded to the area of 20 N Prospect for the report of a rollover accident. The elderly driver of the vehicle struck a parked car and consequently rolled over. The driver was transported to the hospital for evaluation and the car was towed. Alcohol is not believed to be a factor.

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

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 13, 2024

To: Village Manager Creer

From: P. Dalen, Public Safety Director

Subject: Weekly Activity Report



Meetings and Events

- I met with Manager Creer and fire staff for our weekly meeting.
- Lexipol policy implementation continues.
- I attended a meeting regarding infrastructure improvements.
- The police union contract is pending Village Board approval.
- Wellness plan development continues.
- I met with Chief Korzen regarding several items.