



# Weekly

## REPORTS

December 20, 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. 24 - Wed,**

**Dec. 25**

**Closed for Christmas  
Holiday**

## MEMORANDUM

**To:** Village President Tech and Board of Trustees  
**From:** Zachery Creer, Village Manager  
**Date:** December 20, 2024  
**Subject:** Weekly Report.



- **Offices Closed for upcoming holidays:** Village offices are closed Tuesday, December 24<sup>th</sup> and Wednesday, December 25<sup>th</sup> for the Christmas (and Hanukkah) holiday. Offices will also be closed on Wednesday, January 1<sup>st</sup> for New Year's Day.
- **Next Board Meeting** – The next board meeting is Monday, January 13<sup>th</sup>, at 6:30 PM at the Village Hall.
- **Chamber All-Member Meeting** - AVM Johnson, Director Cage, and I attended the Chamber all-member meeting on Wednesday. The Chamber thanked outgoing Board Members for their service, welcomed new Board members, and passed the 2025 Chamber Budget.
- **Navigate 360** - AVM Johnson met with a representative from Navigate 360 about ALICE training for Village staff.
- **Village Website** – Exec. Assistant/Deputy Clerk Pries met with CivicPlus on Wednesday for our website audit. Our website was very much up to date with only minor cleanup needed due to new module features.
- **Martin Luther King Day (MLK)** - New for 2025 - Village offices will be closed for the Martin Luther King Holiday on January 20, 2025

Have a safe and enjoyable holiday!



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 20, 2024  
**Subject:** Department Report

The next Board meeting is scheduled for **Monday, January 13th**. 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)**



452 Park Avenue  
Clarendon Hills, Illinois 60514  
630.286.4750

## MEMORANDUM

**To:** Zachery Creer, Village Manager  
**From:** Brendan McLaughlin, Public Works Director  
**Date:** December 20, 2024  
**Subject:** Weekly Report

1. The remaining non-read water meter transmitters were replaced this week.
2. A number of stump holes were cleaned out for the winter. Seed and straw will be placed in the Spring.
3. Some ditch work was completed along 55<sup>th</sup> Street Frontage.
4. Sidewalk grinding has resumed on days that are above freezing.
5. A broken limb was removed from a tree on Hudson.
6. Monthly water samples were collected and taken to the lab for analysis.
7. Another lead service line was removed from the system. Crews inspected the work of the contractor hired by the property owner.
8. Streets were salted in advance of Thursday evening's rush hour snow. Based on the rapid snowfall, crews were called in to perform another pass.
9. Another crew came in early Friday morning to address more snow that was falling.



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: December 20, 2024  
RE: Community Development Department Report

1. **104 Walker – Planned Demolition:** Staff is anticipating that the demolition of the vacant single-family residence will start next week.
2. **Code Enforcement:** The following code enforcement activities occurred this week:
  - The Village Attorney has completed a Code Enforcement lien which will be recorded against the subject property which has had a significant history of code violations.
  - 10 block of N. Prospect, Illegal Sign was removed.
  - 150 block of Juliet, Demolition site will be ready for inspection on December 30<sup>th</sup>.
  - 120 block of Burlington, Property Maintenance violations sent with the fire inspection.
  - Staff are working closely with the contractor at 4 Walker relating to some fire alarm issues that relate to their residential conversion project.
  - Adjudication occurred this week for two cases.
  - New home project sites are moving along well with the mild December weather.
3. **Chamber of Commerce Meeting:** Staff along with the Village Manager and Assistant Village Manager attended the Chamber of Commerce meeting and provided various Village related updates.
4. **Meeting:** Staff along with an Elected Official met with a prospective new business operator and looked at a couple of vacant units within the downtown area.

**To:** Village Manager Creer  
**From:** Chief E. Leinweber  
**Date:** December 20, 2024  
**Subject:** Weekly Activity Report



**Recent Training, Meetings and Events:**

- Officer Calderon attended a three-day NEMRT course to become an Immediate Trauma Care instructor.
- Detective Pech attended a class on license plate recognition hosted by Vigilant.
- Assistant to the Chief Green and Sergeant Finfrock attended a DuPage County Records meeting.
- Sergeant Finfrock attended a DuPage County Critical Incident Mapping meeting.
- Sergeant Finfrock participated in a D181 Threat Assessment meeting.
- The department booking room floor is being replaced with a new epoxy slip-resistant surface due to age/wear & tear.
- CSO Tannhauser participated in the Touch-A-Truck event at Maercker School with CHPW and CHFD.
- Officer Franchetti and Sergeant Michalek participated in the 2024 Shop With a Cop holiday gift program along with Willowbrook PD and Burr Ridge PD.

**Recent incidents:**

December 13, 11:12 am, officers met with a resident at the station for a fraud report. The victim found unauthorized activity on their banking account. Investigation pending.

December 14, 9:00pm, while on routine patrol, officers observed a vehicle traveling on the three hundred block of Holmes Ave with a registration violation. Further investigation revealed the license plate on the vehicle was registered to another vehicle entirely. The driver was cited for expired registration, improper use of registration, operation of an uninsured motor vehicle and released on scene.

December 15, 2:37pm, officers responded to a residence for a report of package theft from the building lobby. Upon further investigation, officers located the packages in question and returned them to the victim. The victim did not wish to pursue further police action.

December 16, 12:39pm, officers responded to a business in reference to a possible fraud report. The business owner advised they had not received monies owed to them from a third-party vendor. Further investigation is pending.

December 16, 10:55pm, officers responded to the area of 55<sup>th</sup> St & Holmes Ave for a property damage traffic accident. One of the drivers involved was unable to provide a valid license, registration, or

insurance for their vehicle. The driver was cited for said violations and released. The vehicle was impounded.

December 17, 10:19pm, officers were dispatched to a residence for a missing person report. The subject reported to be missing was located by Itasca PD at a location in their jurisdiction. Itasca PD spoke with the subject on scene. The original caller was advised and requested no further police assistance.

December 18, 10:53pm, officers observed a vehicle traveling on Rte 83 with a registration violation. Further investigation revealed the registration was expired and suspended and the driver had a suspended license. The driver was cited for the violations and released.

December 19, 9:05am, officers responded to S. Prospect Ave in the central business district for the report of a sideswipe hit & run accident. The victim was provided an initial report and officers are investigating further to locate the driver of the other vehicle involved.

December 19, 12:38pm and 4:32pm, officers took two separate reports for package theft from the front steps of residences in town. Officers are following up with potential video of the thefts and working with Naperville PD on a possible common suspect.





## Clarendon Hills Police #9PMRoutine

*It's time to lock up*

Remove all valuables from your vehicle. Including garage door openers

Lock and secure your vehicle

Lock and secure your house and garage

Turn your outside lights ON

Report any suspicious activity



**Please remember to help us prevent crime by locking your homes and cars to deter criminal activity & theft. Try to collect delivered packages as soon as possible.**









316 Park Avenue  
Clarendon Hills, Illinois 60514  
630.286.5430

## MEMORANDUM

**To:** Zachery Creer, Village Manager  
**From:** Acting Fire Chief David Godek  
**Date:** December 20, 2024  
**Subject:** Weekly Department Report

1. Fire Prevention Bureau Activity.
  - I spoke with a location about a broken fire alarm as follow up.
  - Johnson Controls reached out to me about replacing a fire panel in town.
  - I met with Cintas about a sprinkler pipe broken In a Church.
  - We worked with the Police Department as they had a construction project underway that activated the fire alarm.
  - A condominium Association reached out about their broken fire panel. The Vendor came out to fix the panel.
  - Four remaining fire inspections were completed this week.
  - I'm working with the vendor of the fire alarm at 4 Walker. That project is converting commercial space into apartment living space. This was coordinated with the Building Department.
2. Quarter Master:
  - Two uniform orders were placed this week for two employees.
  - New fire protective clothing was delivered this week.
  - We have protective clothing fittings Saturday to order 2025 protective clothing before the price increase.
3. Station Report:
  - The station construction project started in 2023 has been completed.
  - The door repair company came out last week to make repairs to the back bay door.
  - MAKO SCBA unit was repaired on Thursday by our vendor.
4. Emergency Medical Services Report:
  - Our Loyola Project Medical Director Doctor Mark Cichon will be attending his last Chiefs meeting this week. Doctor Cichon took over Loyola EMS approximately 1995. He was extremely pro EMS and will be missed. Our New Project Medical Director Emily Flemming will Start January 2025.
5. Emergency Management Report:
  - Nothing to report this week.

6. Du-Comm Report:

- We are continuing to work on programming changes in preparation for the new year.

7. Public Education:

- We scheduled one fire engine ride to school this week.

8. Vehicle Maintenance:

- Squad 86 went for annual service on Monday.
- Chevy Tahoe went to Chevy for service on Tuesday and is due back Friday.

9. Command Staff Meetings:

- On Wednesday DC Krupp and I had our weekly staff meeting with Public Safety Director and Village Manager.
- On Wednesday we conducted an Officer Meeting.
- DC Krupp has been working with Promotional testing companies
- DC Krupp attended a Zoom meeting with a Promotional testing company
- On Wednesday we conducted a Training Committee meeting.
- On Wednesday night we had our last Officers meeting for the year.

10. Training:

- Captain Mark Rediehs has completed his last month as the departments Training Officer after 30 Years. Thank to Mark very much for his hard work in a position that has kept growing.
- Members are continuing to drive and set up our new Ladder Truck to get comfortable.

This week the department responded to 10 calls at this point.

**Westmont Fire Department:** Provided two calls for Clarendon Hills and Clarendon Hills provided zero to Westmont.

**Hinsdale Fire Department:** Provided one call for Clarendon Hills and Clarendon Hills provided one call for Hinsdale



# VILLAGE OF CLARENDON HILLS PUBLIC SAFETY

DATE: December 20, 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, AC Godek, and DC Krupp for our weekly meeting.
- Lexipol policy implementation continues.
- The police union contract is pending Village Board approval.
- Wellness plan development continues.
- I attended the FD training committee meeting.
- I attended the FD officers' meeting.
- Staff met to discuss the recent fire chief vacancy and training officer vacancy.

ACS FINANCIAL SYSTEM  
12/18/2024 15:53:11

Claims Register

VILLAGE OF CLARENDON HILLS  
GL050S-V08.22 COVERPAGE  
GL540R

Report Selection:

RUN GROUP... 241218 COMMENT... CLAIMS 121824

DATA-JE-ID DATA COMMENT

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D-12182024-945 CLAIMS 1218242

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
CONWAY SHIELD, INC	15485							
FIRE PPE GEAR FOR FIRE C	2,827.50		UNIFORMS/CLOTHING/EQUIPM	01.531.4317	0528442	945	00002	
POLO SHIRTS FOR EXPLORER	337.50		UNIFORMS/CLOTHING/EQUIPM	01.536.4317	0528756	945	00003	
	3,165.00		*TOTAL					
NATIONAL FIRE PROTECTION	59835							
NFPA MATERIALS FOR FD OP	415.16		OPERATING SUPPLIES	01.533.4318	415	945	00001	
RAY O'HERRON CO, INC	63848							
UNIFORMS FOR NEW HIRE EC	243.63		UNIFORMS/CLOTHING/EQUIPM	01.531.4317	2376433	945	00004	
ULINE	86327							
HEAVY DUTY EXTENSION COR	252.20		MINOR TOOLS & EQUIP	01.534.4322	185421778	945	00005	
	4,075.99		**CLAIMS TOTAL					

ACS FINANCIAL SYSTEM  
12/18/2024 15:53:11

Claims Register

VILLAGE OF CLARENDON HILLS  
GL540R-V08.22 PAGE 2

CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P ID	LINE
REPORT TOTALS:		4,075.99						

RECORDS PRINTED - 000005

ACS FINANCIAL SYSTEM  
12/18/2024 15:53:11

Claims Register

VILLAGE OF CLARENDON HILLS  
GL060S-V08.22 RECAPPAGE  
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
01	GENERAL FUND	4,075.99
TOTAL ALL FUNDS		4,075.99

BANK RECAP:

BANK	NAME	DISBURSEMENTS
	CLARENDON HILLS BANK	4,075.99
TOTAL ALL BANKS		4,075.99

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

DATE ..... APPROVED BY .....  
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ACS FINANCIAL SYSTEM  
12/18/2024 15:00:42

Claims Register

VILLAGE OF CLARENDON HILLS  
GL050S-V08.22 COVERPAGE  
GL540R

Report Selection:

RUN GROUP... 121824 COMMENT... FD CHASE RECON 121824

DATA-JE-ID DATA COMMENT

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M-12182024-941 FD CHASE RECON 121824

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							
ICLOUD STORAGE FOR R KRU	2.99	TELEPHONE	01.530.4212	10222024		941	00010	
HP INK FOR OFFICE COPIER	44.89	OFFICE SUPPLIES	01.530.4301	10222024		941	00013	
JONES AND BARTLETT FAE D	873.40	CONFERENCES/TRAINING/MEE	01.531.4291	10222024		941	00016	
AMAZON - NEW HAND TOOLS	65.27	MINOR TOOLS & EQUIP	01.531.4322	10222024		941	00002	
ITEMS FOR 2021 CHEVY TAH	122.29	VEHICLE SUPPLIES	01.531.4604	10222024		941	00014	
AMAZON - IPHONE CASE	31.57	TELEPHONE	01.533.4212	10222024		941	00005	
FOOD FOR FIRE OPEN HOUSE	1,760.34	OPERATING SUPPLIES	01.533.4318	10222024		941	00007	
FOOD FOR FIRE OPEN HOUSE	44.57	OPERATING SUPPLIES	01.533.4318	10222024		941	00008	
FOOD FOR FIRE OPEN HOUSE	91.89	OPERATING SUPPLIES	01.533.4318	10222024		941	00009	
RETURN OF HDMI CABLE TO	10.99CR	MAINTENANCE BUILDINGS	01.534.4262	10222024		941	00011	
RETURN OF CAMCO POWER GR	25.88CR	MAINTENANCE BUILDINGS	01.534.4262	10222024		941	00012	
GUTTER FLASHING SEALANT	9.44	MAINTENANCE BUILDINGS	01.534.4262	10222024		941	00015	
125V 3 POLE 4 WIRE RECEP	74.58	MAINTENANCE BUILDINGS	01.534.4262	10222024		941	00017	
ELECTRICAL ITEMS - 4 SQU	14.13	MAINTENANCE BUILDINGS	01.534.4262	10222024		941	00018	
AMAZON - PILLOWS AND SHE	259.11	O & M SUPPLIES-BUILDING	01.534.4320	10222024		941	00001	
AMAZON - BINDERS AND FOL	98.04	O & M SUPPLIES-BUILDING	01.534.4320	10222024		941	00003	
AMAZON - BINDERS AND FOL	16.62	O & M SUPPLIES-BUILDING	01.534.4320	10222024		941	00004	
AMAZON - BINDERS AND FOL	127.13	O & M SUPPLIES-BUILDING	01.534.4320	10222024		941	00006	
PAYPAL - REGISTRATION FE	105.00	CONFERENCES/TRAINING/MEE	01.530.4291	9222024		941	00019	
ILLINOIS FIRE CHIEFS ASS	200.00	MEMBERSHIPS & SUBSCRIPTI	01.530.4292	9222024		941	00024	
UNCLE BUBS FOOD FOR MEET	499.65	CONFERENCES/TRAINING/MEE	01.531.4291	9222024		941	00020	
MICRO CENTER BATTERIES F	7.99	UNIFORMS/CLOTHING/EQUIPM	01.531.4317	9222024		941	00021	
HOME DEPOT SUPPLIES TO R	29.23	MAINTENANCE BUILDINGS	01.534.4262	9222024		941	00022	
SUPPLIES TO REPAIR AV SY	86.94	MAINTENANCE BUILDINGS	01.534.4262	9222024		941	00023	
ACCESSORIES FOR BLACKSTO	163.40	O & M SUPPLIES-BUILDING	01.534.4320	9222024		941	00025	
	4,691.60	*TOTAL						
	4,691.60	**CLAIMS TOTAL						

ACS FINANCIAL SYSTEM  
12/18/2024 15:00:43

Claims Register

VILLAGE OF CLARENDON HILLS  
GL540R-V08.22 PAGE 2

CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P ID	LINE
REPORT TOTALS:		4,691.60						

RECORDS PRINTED - 000025

ACS FINANCIAL SYSTEM  
12/18/2024 15:00:43

Claims Register

VILLAGE OF CLARENDON HILLS  
GL060S-V08.22 RECAPPAGE  
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
01	GENERAL FUND	4,691.60
TOTAL ALL FUNDS		4,691.60

BANK RECAP:

BANK	NAME	DISBURSEMENTS
	CLARENDON HILLS BANK	4,691.60
TOTAL ALL BANKS		4,691.60

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

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