



# Village of Clarendon Hills Weekly Manager Reports

**1/3/2025**

- ✓ **Manager's Report**
- ✓ **Finance Dept. Report**
- ☐ **Public Works Dept. Report**
- ✓ **Community Dev. Dept. Report**
- ✓ **Police Dept. Report**
- ✓ **Fire Dept. Report**
- ✓ **Public Safety Director Report**

**Village Calendar of Meetings and Events  
can be found at**

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

## MEMORANDUM

**To:** Village President Tech and Board of Trustees  
**From:** Mera Johnson, Assistant Village Manager/HR Director  
**Date:** January 3, 2025  
**Subject:** Weekly Report – First Report of 2025!

- **Board Meeting** – The next board meeting is Monday, January 13<sup>th</sup>, at 6:30 PM at the Village Hall.
- **Martin Luther King Day (MLK)**- New for 2025 - Village offices will be closed for the Martin Luther King Holiday on January 20, 2025
- **Job Opening** - The Fire Department has a part-time Training Officer/Captain opening. For more details on how to apply please visit the Village's website!  
<https://www.clarendonhills.us/202/Employment-Opportunities>
- **Daisy Digest** – The January February Issue of the Daisy Digest goes out in the water bills today. I'm glad to announce that for 2025 we will continue printing it in color! It is also available on the website at <https://clarendonhills.us/newsletter>

Looking forward to a successful 2025!



1 N. Prospect Avenue  
Clarendon Hills, Illinois 60514  
630.286.5415

## MEMORANDUM

**To:** Zachery Creer, Village Manager  
**From:** Maureen B. Potempa, Finance Director  
**Date:** January 3, 2025  
**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.

## MEMORANDUM

**TO:** Zach Creer, Village Manager

**FROM:** Ed Cage, AICP, Community Development Director

**DATE:** January 3, 2025

**RE:** Community Development Department Report

1. **104 Walker:** Staff have fielded a number of inquiries from the Property for Sale sign at 104 Walker.
2. **Code Enforcement:** The following code enforcement activities occurred this week:
  - 150 block of Juliet- Demolition site check for utilities.
  - Several new home sites are in their final stages of completion.
  - 104 Walker- The home was demolished, and the site was backfilled.
3. **ZBA/PC Meeting:** The rescheduled Regular ZBA/PC meeting for January 9<sup>th</sup> has been canceled due to a lack of agenda items.
4. **55<sup>th</sup> Street TIF:** Staff recorded the approved 55<sup>th</sup> Street TIF Ordinances with the County Clerk on December 30<sup>th</sup>.





**To:** Village Manager Creer  
**From:** Chief E. Leinweber  
**Date:** January 3, 2025  
**Subject:** Weekly Activity Report

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**Recent Training, Meetings and Events:**

- Sargeant Michalek attended a two-day class to become a Rescue Task Force training instructor.
- This month's CourtSmart and Police Law Institute training topics include the use of force and understanding new Illinois laws for 2025.



**Recent incidents:**

December 27, 12:27pm, a victim came to the station to file a delayed fraud report. The victim suffered a phone scam after providing personal info to the caller who then transferred funds from the victim's bank account. Further investigation is pending.

December 28, 12:34pm, officers met with a business owner for a delayed theft report. The business had performed repairs to a customer's vehicle and parked it in the lot for customer pickup. The vehicle was then picked up, unbeknownst to the business, without being paid for. Further investigation is pending.

December 29, 10:13pm, officers served a subject with an order of protection out of Will County.

January 1, 3:04am, officers responded to a residence for a domestic issue. The caller reported their ex-partner destroyed several belongings inside the apartment. The suspect fled prior to officers' arrival.

January 1, 10:42am, officers were called back to the scene of a previously reported domestic issue from earlier in the morning. The victim reported they had been physically battered by their ex-partner. Officers observed indicia of a physical battery to the victim. The suspect was located and taken into custody, charged with two counts of domestic battery, and transported to the DuPage County Jail.

January 2, 8:16pm, officers observed a vehicle traveling southbound on Rte 83 without taillights as required. Officers stopped the vehicle and learned the driver did not possess a valid license. The driver was cited for no valid license, improper lighting, and released. The vehicle was towed from the scene.

**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:** Acting Fire Chief David Godek  
**Date:** January 3, 2025  
**Subject:** Weekly Department Report

1. Fire Prevention Bureau Activity.
  - We are working with a fire alarm vendor to install a new system.
2. Quarter Master:
  - The staff is organizing our supplies.
3. Emergency Medical Services Report:
  - Staff conducted the January drug exchange.
  - Minor supplies ordered.
4. Emergency Management Report:
  - Nothing to report this week.
5. Du-Comm Report:
  - Nothing to report this week.
6. Vehicle Maintenance:
  - Squad 86 is still out with a suspension problem and the vendor ordered parts for the repair.
7. Command Staff Meetings:
  - None this week due to the holiday.
8. Training:
  - The staff is arranging to obtain the SCBA fit tester for our annual fit testing.
  - We are moving our forceable entry door simulator into the station for January shift training.

The 2024 run statistics showed an 11% increase in calls from the previous year at 1140. The 2023 statistics were 1024. This is merely a snapshot of the annual statistics. The remainder of the 2024 statistics are coming soon.

## VILLAGE OF CLARENDON HILLS PUBLIC SAFETY

DATE: January 3, 2025  
To: Village Manager Creer  
From: P. Dalen, Public Safety Director  
Subject: Weekly Activity Report

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### **Meetings and Events**

- Lexipol policy implementation continues.
- The five-person staffing model began this week at the fire department.
- Staff met to discuss the recent fire chief vacancy and training officer vacancy.
- The Village is currently advertising for a part-time training officer at the fire department. Several promising applications have been received so far.



ACS FINANCIAL SYSTEM  
12/31/2024 15:58:01

Claims Register

VILLAGE OF CLARENDON HILLS  
GL050S-V08.22 COVERPAGE  
GL540R

Report Selection:

RUN GROUP... 010325 COMMENT... IPBC CLAIMS 010325

DATA-JE-ID	DATA COMMENT
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M-01032025-049 IPBC JANUARY 25

Run Instructions:

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

Claims Register  
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CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P	ID	LINE
	INTERGOVERNMENTAL PERSON	42399							
	HEALTH/LIFE INSURANCE	3,318.33	DUE FROM CH LIBRARY	01.000.1340				049	00009
	LIB DENTAL INSURANCE	181.40	DUE FROM CH LIBRARY	01.000.1340				049	00019
	HEALTH/LIFE INSURANCE	659.07	RETIREE/COBRA INSURANCE	01.000.1375				049	00010
	RETIREE DENTAL INS	494.40	RETIREE/COBRA INSURANCE	01.000.1375				049	00020
	SUPP LIFE INS	82.50	EMPLOYEE SUPP. INS. CONT	01.000.2031				049	00024
	WEX & COMPSYCH FEES	230.61	EMPLOYEE HEALTH & SAFETY	01.510.4115				049	00023
	HEALTH/LIFE INSURANCE	5,951.29	HEALTH/DENTAL INSURANCE	01.510.4120				049	00001
	DENTAL INSURANCE	289.17	HEALTH/DENTAL INSURANCE	01.510.4120				049	00012
	HEALTH/LIFE INSURANCE	4,481.71	HEALTH/DENTAL INSURANCE	01.512.4120				049	00002
	DENTAL INSURANCE	192.78	HEALTH/DENTAL INSURANCE	01.512.4120				049	00013
	PSEBA	2,130.43	PSEBA	01.520.4117				049	00004
	HEALTH/LIFE INSURANCE	21,165.63	HEALTH/DENTAL INSURANCE	01.520.4120				049	00003
	DENTAL INSURANCE	1,020.61	HEALTH/DENTAL INSURANCE	01.520.4120				049	00014
	HEALTH/LIFE INSURANCE	4,579.00	HEALTH/DENTAL INSURANCE	01.530.4120				049	00005
	DENTAL INSURANCE	112.77	HEALTH/DENTAL INSURANCE	01.530.4120				049	00015
	HEALTH/LIFE INSURANCE	5,877.03	HEALTH/DENTAL INSURANCE	01.540.4120				049	00006
	DENTAL INSURANCE	343.59	HEALTH/DENTAL INSURANCE	01.540.4120				049	00016
	HEALTH/LIFE INSURANCE	3,397.10	HEALTH/DENTAL INSURANCE	01.550.4120				049	00007
	DENTAL INSURANCE	144.59	HEALTH/DENTAL INSURANCE	01.550.4120				049	00017
	HEALTH/LIFE INSURANCE	2,488.75	HEALTH/DENTAL INSURANCE	20.560.4120				049	00008
	DENTAL INSURANCE	114.53	HEALTH/DENTAL INSURANCE	20.560.4120				049	00018
	RETIREE HEALTH INS	659.07	RETIREE/COBRA INSURANCE	71.000.1375				049	00011
	RETIREE DENTAL INS	96.39	RETIREE/COBRA INSURANCE	71.000.1375				049	00021
	RETIREE DENTAL INS	96.39	RETIREE/COBRA INSURANCE	72.000.1375				049	00022
		58,107.14	*TOTAL						
		58,107.14	**CLAIMS TOTAL						

Claims Register  
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CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P ID LINE
REPORT TOTALS:		58,107.14					

RECORDS PRINTED - 000024

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
----	-----	
01	GENERAL FUND	54,652.01
20	WATER FUND	2,603.28
71	POLICE PENSION FUND	755.46
72	FIREMEN PENSION FUND	96.39
TOTAL ALL FUNDS		58,107.14

BANK RECAP:

BANK	NAME	DISBURSEMENTS
----	-----	
BANK	CLARENDON HILLS BANK	58,107.14
TOTAL ALL BANKS		58,107.14

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

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

ACS FINANCIAL SYSTEM  
12/31/2024 10:23:20

Claims Register

VILLAGE OF CLARENDON HILLS  
GL050S-V08.22 COVERPAGE  
GL540R

Report Selection:

RUN GROUP... 010625 COMMENT... CLAIMS 010625

DATA-JE-ID	DATA COMMENT
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M-01062025-045 CLAIMS WO 010325

Run Instructions:

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

Claims Register  
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CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P ID LINE
COMED		15277					
	*FY* 0 N OGDEN LITE	5,563.25	UTILITIES	10.541.4235	0580416000 10/		045 00001
		5,563.25	**CLAIMS TOTAL				

Claims Register  
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CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P ID LINE
REPORT TOTALS:		5,563.25					

RECORDS PRINTED - 000001

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
----	-----	
10	MOTOR FUEL TAX FUND	5,563.25
TOTAL ALL FUNDS		5,563.25

BANK RECAP:

BANK	NAME	DISBURSEMENTS
----	-----	
BANK	CLARENDON HILLS BANK	5,563.25
TOTAL ALL BANKS		5,563.25

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

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



ACS FINANCIAL SYSTEM  
12/31/2024 10:23:20

Claims Register

VILLAGE OF CLARENDON HILLS  
GL050S-V08.22 COVERPAGE  
GL540R

Report Selection:

RUN GROUP... 010925 COMMENT... CLAIMS 010925

DATA-JE-ID	DATA COMMENT
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M-01092025-046 MANUAL CLAIMS WO 010325

Run Instructions:

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

Claims Register  
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CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P ID LINE
COMED		15277					
	*FY* 5506 VIRGINIA	82.10	UTILITIES	01.540.4235	8797668000 11/		046 00002
NICOR GAS		60720					
	*FY* 5506 VIRGINIA	84.74	UTILITIES	01.540.4235	121824 - 5506		046 00001
		166.84	**CLAIMS TOTAL				

Claims Register  
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CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P ID LINE
REPORT TOTALS:		166.84					

RECORDS PRINTED - 000002

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
----	-----	
01	GENERAL FUND	166.84
TOTAL ALL FUNDS		166.84

BANK RECAP:

BANK	NAME	DISBURSEMENTS
----	-----	
BANK	CLARENDON HILLS BANK	166.84
TOTAL ALL BANKS		166.84

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

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