



# Village of Clarendon Hills

## Weekly Manager Reports

**1/17/2025**

- ✓ 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:** Zachery Creer, Village Manager  
**Date:** January 17, 2025  
**Subject:** Weekly Report

- **Board Meeting** – The next board meeting is Monday, February 10<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 Monday, January 20, 2025
- **Fire Chief** – David Godek was appointed to Fire Chief at Monday's Board meeting. Dave began his career with the Clarendon Hills Fire Department in 1999 as a part-time firefighter/Paramedic. Since then, he has served on several suburban Chicago fire departments, including joining the Village of Clarendon Hills full-time in 2008 and serving in the Building Department and Fire Department. He most recently held the rank of Deputy Chief with the Clarendon Hills Fire Department before serving as the Acting Chief. He has taken numerous fire service and emergency medical courses, gaining a variety of industry certifications. Congratulations to you Chief Godek.



- **Job Opening** – Interviews for the Fire Department Training Officer position were conducted this week. An offer will be extended to the preferred candidate early next week.
- **Chamber Meeting** - President Tech, AVM Johnson, CD Director Cage, and I attended the monthly chamber member meeting. President Tech presented the Village's plans for outdoor dining parklets
- **State Representative and State Senator meeting** - President Tech and I met with State Rep Martha Deuter and State Senator Suzy Glowiak Hilton to discuss ongoing initiatives in Clarendon Hills.
- **Illinois Financial Forecast Forum** - I attended the annual Illinois Financial Forecast Forum. Topics included a macroeconomic forecast for the State by an economist from the Chicago Fed, a collective bargaining review by Clark Baird Smith and a number of other presentations. This information is helpful going into the next year for budgeting and our annual compensation review.
- **Outdoor Dining Parklets** - Director McLaughlin, Director Cage and I had the initial scope meeting for the design-build contract for the outdoor dining parklets on Wednesday.

- **Downtown Business and Property owner meetings**- President Tech and I continued meeting with Downtown Businesses and Property owners this week to review Village initiatives and listen to their concerns and ideas regarding our downtown.
- **DMMC HR Committee** – AVM Johnson attended the quarterly DuPage Mayors Managers Human Resource Committee meeting in Wheaton on Wednesday.





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 17, 2025  
**Subject:** Department Report

On Thursday, Sikich LLP, the village's designated auditor, conducted on-site preliminary field work as part of the upcoming CY2024 audit. The final audit fieldwork is scheduled to begin the week of March 17th, with Nick Bava leading as the managing partner. Additionally, the audit team welcomes new staff members, who will contribute their fresh perspectives and expertise to the process.

## MEMORANDUM

**To:** Zachery Creer, Village Manager  
**From:** Brendan McLaughlin, Public Works Director  
**Date:** January 17, 2025  
**Subject:** Weekly Report

1. The City of Chicago Department of Water Management entered its next phase of eliminating polyphosphate from the water supply. Polyphosphates are being eliminated as they negatively impact lead corrosion in homes served by lead pipes. Polyphosphate was originally added with orthophosphate to mask the discoloration of water from metals such as iron and manganese. This change away from a polyphosphate/orthophosphate blend to only orthophosphate can cause some water discoloration on a temporary basis in areas where iron-based pipes are present.
2. Crews were in early Saturday morning to salt areas that had parked cars in place during Friday's snow.
3. Sunday morning had crews in for another snow event.
4. Tuesday brought snow again in the early morning hours.
5. We took salt deliveries on Wednesday.
6. In the early hours of Thursday morning, the Police Department called us in for some freezing rain.
7. Christmas trees in the Downtown were taken down.
8. We repaired a lighting issue in the Police Training Room.
9. Additional water meter transmitters were replaced this week.
10. Monthly water samples were completed.
11. Safety training was completed for Respiratory Protection and Hazardous Chemical Handling.
12. A number of invasive species trees were removed from some open areas.
13. Two trucks of water main spoils were taken to the dump.
14. Crews will be trimming trees in the Stonegate area over the next couple weeks.
15. Trucks were cleaned and fueled at the end of the week.



1 N. Prospect Avenue  
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630.286.5412

## MEMORANDUM

TO: Zach Creer, Village Manager  
FROM: Ed Cage, AICP, Community Development Director  
DATE: January 17, 2025  
RE: Community Development Department Report

1. **Meeting:** Staff met with a local builder who is interested in the well-house property on 55<sup>th</sup> Street.
2. **Code Enforcement:** The following code enforcement activities occurred this week:
  - Staff followed up with the Mycroft building project on Com Ed installation.
  - Staff followed up on several ongoing homes approaching permit extensions.
  - 148 Ann St. Staff Inspected apartment is being remodeled and work is only maintenance now.
3. **Meeting:** Staff attended a Beautification Task Force meeting this week.
4. **ZBA/PC Meeting –** A public hearing for a Fence Zoning Text Amendment will be held at the February 6<sup>th</sup> ZBA/PC meeting. The meeting will initiate discussions for a building permit process and updated regulations for fences.
5. **214 Burlington:** The Village sold the former Fire House at 214 Burlington this week.

**To:** Village Manager Creer  
**From:** Chief E. Leinweber  
**Date:** January 17, 2025  
**Subject:** Weekly Activity Report



**Recent Training, Meetings and Events:**

- Detective Pech attended a class on High-Risk Vehicle Stops.
- Sergeants Porter and Finfrock attended a DuPage School Safety symposium.
- Sgt Finfrock attended a DuPage School Mapping meeting and a school safety demonstration pertaining to door lock devices.
- Sergeant Robak completed the first half of a two-week Police Supervision in the 21<sup>st</sup> Century executive leadership training course hosted by ILETSB.
- Sergeant Michalek attended virtual training on Rapid DNA technology.
- Staff attended the first Police Pension Board meeting of 2025.
- CHFD Chief Godek and I attended the Chiefs Operations Committee meeting at DU-COMM.

**Recent incidents:**

January 10, 6:54pm, a vehicle traveling w/b on 55<sup>th</sup> St near Western Ave was stopped by officers for not having illuminated taillights as required. The operator of the vehicle was issued citations for expired registration, operating an uninsured motor vehicle and no valid driver's license. The vehicle was towed, and the driver was released on scene.

January 11, 8:06pm, officers stopped a vehicle traveling s/b on the 200 block of N. Richmond for not having illuminated taillights as required. Upon speaking with the driver, officers learned there was a valid FTA warrant issued for their arrest. The driver was cited for improper lighting, taken into custody on the warrant and transported to DuPage County Jail. The vehicle was driven from the scene by another passenger.

January 13, 4:23pm, officers responded to the 5600 block of forest Hill Drive for a disturbance call where several subjects were reportedly fighting outside a residence. The parties involved dispersed prior to officers' arrival. Further investigation is pending.

January 16, 12:18pm, the driver of a vehicle traveling w/b on 55<sup>th</sup> St & Holmes was issued a citation for driving while license suspended. The driver was released and the vehicle parked legally at the scene.

January 16, 4:38pm, a resident came to the PD to file a fraud report in which they fell victim to a gift card purchase scam on a social media app. Further investigation is pending.

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



316 Park Avenue  
Clarendon Hills, Illinois 60514  
630.286.5430

## MEMORANDUM

**To:** Zachery Creer, Village Manager  
**From:** Fire Chief David Godek  
**Date:** January 17, 2025  
**Subject:** Weekly Department Report

1. Fire Prevention Bureau Activity.
  - Two fire alarm systems were fixed this week.
  - One new business was added to our system.
  - The 2025 Inspection list was put together.
2. Quarter Master:
  - PM Walker has reorganized our inventory.
  - Two orders were taken for embroidery.
3. Emergency Medical Services Report:
  - Department members attended Loyola C.E. on Stroke emergencies this week.
4. Emergency Management Report:
  - Nothing to report this week.
5. Du-Comm Report:
  - I attended a Fire Operations and Chief Operations meeting this week.
6. Vehicle Maintenance:
  - M86 went for Safety Lane testing.
  - S86 was stripped of equipment and prepped for the vehicle sale.
  - M87 had service this week for broken door handle.
7. Command Staff Meetings:
  - Staff attended the weekly Fire department meeting.
8. Training:
  - The MABAS fit tester will be coming soon.
  - Interviews were conducted for the new Training Officer position.

# VILLAGE OF CLARENDON HILLS PUBLIC SAFETY

DATE: January 17, 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.
- I attended several staff meetings regarding FD-related business.
- I attended the weekly department head meeting.
- The squad truck has been cleared out and is ready for surplus.
- Staff interviewed several FD training officer candidates this week.
- I met with our Lexipol representative.