

# Village of Clarendon Hills

## Weekly Manager Reports

**1/31/2025**

- ✓ 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)**



1 N. Prospect Avenue  
Clarendon Hills, Illinois 60514  
630.286.5400

## MEMORANDUM

**To:** Village President Tech and Board of Trustees  
**From:** Zachery Creer, Village Manager  
**Date:** January 31, 2025  
**Subject:** Weekly Report

- **Board Meeting** – The next board meeting is on Monday, February 10th, at 6:30 PM at the Village Hall.
- **Village Hall HVAC Project** – Contractors worked all week on Village Hall HVAC system. Furnace installation is expected to be completed next week, with crews returning this spring to install ac units.
- **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.
- **Annual OSHA Posting** – AVM Johnson prepared, filed, and posted required OSHA logs in each of the Village's facilities this week.
- **On Boarding New Employees** - Staff has been busy working with IT, Finance, and Fire Department leadership to onboard new Fire Department employees. New Deputy Fire Chief/ Deputy Director of Fire Prevention Building Safety Mike DeLillo started on Monday. New Training Captain Marty Henry starts on Monday, February 3<sup>rd</sup>. Three other Fire Department employees will start on February 10<sup>th</sup>.
- **LRS** – AVM Johnson and Finance Department staff met with LRS representatives this week to begin discussions on refuse billing transition from LRS to Village water bills.

## MEMORANDUM

**To:** Zachery Creer, Village Manager  
**From:** Maureen B. Potempa, Finance Director  
**Date:** January 31, 2025  
**Subject:** Department Report

1. As part of our ongoing efforts to improve processes within the Finance and Community Development departments, I, along with Village Manager Creer and Assistant Finance Director Krzemkowski participated in a virtual meeting with representatives from BS&A Software today.

BS&A provides financial management and community development software solutions tailored for municipalities, including tools for utility billing and other municipal fees. Their BS&A Payments platform offers an efficient solution for accepting electronic payments both online and in person, streamlining workflows, improving reconciliation processes for staff, and enhancing convenience for residents.

This meeting was an initial step in exploring available solutions and assessing how they could benefit the Village's operations.

2. The next Board meeting is scheduled for **Monday, February 10th**. 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:** January 31, 2025  
**Subject:** Weekly Report

1. Crews repaired a leaking valve in a vault on Park Avenue that was creating a freezing condition on the adjacent sidewalk.
2. Plan specifications and bid documents were finalized for the lining of the storm sewer under Harris Avenue just east of Eastern Avenue.
3. Temporary patch was placed on a water main break repair in the Coventry Commons area. A permanent patch will be installed in the Spring.
4. A number of potholes were addressed with heated asphalt patch.
5. Engineers performed field measurements and measured grade elevations for the Park Avenue Projects.
6. Crews dug up a b-box for a suspected water leak. After inspection, the leak was determined to be further up by the resident's home, requiring a repair to the private side of the line.
7. Staff investigated a sidewalk icing issue at the request of the homeowner. It appears that their water storage facility in their front yard is in need of maintenance and caused the water from their sump pump to bubble out at the overflow.
8. We took delivery of additional salt from both the state and county contracts.
9. Additional water main spoils were taken from our stockpile to the dump.
10. Logs and wood chips were taken for recycling.
11. Crews continued trimming trees in the Stonegate area.
12. Crews responded to a few areas on Friday that were holding water due to the rain. In some cases they were able to clear storm grates and get the water flowing. In some areas the culvert pipes under the driveway were too frozen to allow water to pass through.



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 31, 2025  
RE: Community Development Department Report

1. **Meeting:** Staff met this week with a developer who is interested in the Middaugh and Ogden corner.
2. **Code Enforcement:** The following code enforcement activities occurred this week:
  - Staff removed 7 Illegal Signs this week.
  - 250 block of Coe Rd, Drainage notice sent.
  - 200 block of Woodstock, Multiple IPMC violations, notice sent.
  - Two cases were sent to Adjudication for a February 19<sup>th</sup> court date.
  - This week, department members met about efficient workflow with new staff, as we move into 2025.
3. **GIS Meeting:** The Assistant Village Manager and Staff met with the Village's GIS services provider as their initial one-year contract is due to expire in March.
4. **104 Walker/401 Park RFP:** The request for proposals (RFP) was due this week and the Village received two formal development proposals.

**To:** Village Manager Creer  
**From:** Chief E. Leinweber  
**Date:** January 31, 2025  
**Subject:** Weekly Activity Report



**Recent Training, Meetings and Events:**

- Detective Pech attended a 40-hour NEMRT class to become certified in Lead Homicide Investigations.
- Sergeant Robak completed the two-week Police Supervision in the 21<sup>st</sup> Century executive leadership training course hosted by ILETSB.

**Recent incidents:**

January 24, 9:59pm, a vehicle traveling s/b on Rte 83 was stopped for driving more than thirty-five mph over the posted speed limit. The driver of the vehicle was also unlicensed. Officers released the driver on scene after issuing citations for misdemeanor speeding and no valid license.

January 25, 1:15pm, officers responded to a residence for a domestic disturbance call. The disturbance involved two subjects in a dating relationship and was verbal in nature. Officers worked to mediate the situation, provided advice and resource information.

January 26, 9:44pm, officers responded with the CHFD to a residence for a subject who was having a mental health crisis and threatening to harm themselves. The subject was transported to the hospital for evaluation.

January 29, 12:46pm, a resident came to CHPD to file a fraud report after suspecting they had been scammed of funds on several internet transactions. Officers investigated the transactions and found they were legitimate, with no loss suffered.

January 29, 2:52pm, officers responded to the Jewel Osco store for a retail theft. Management reported a subject left the store holding two bottles of liquor concealed under their clothing without paying. The subject left in a white sedan traveling s/b on Rte 83 from 55<sup>th</sup> St. Investigation pending.

January 29, 9:37pm, a vehicle traveling w/b on Ogden near Oxford was stopped for a speeding violation. The driver of the vehicle also had a suspended license. Officers cited the driver for speeding, driving while license suspended and released them on scene.

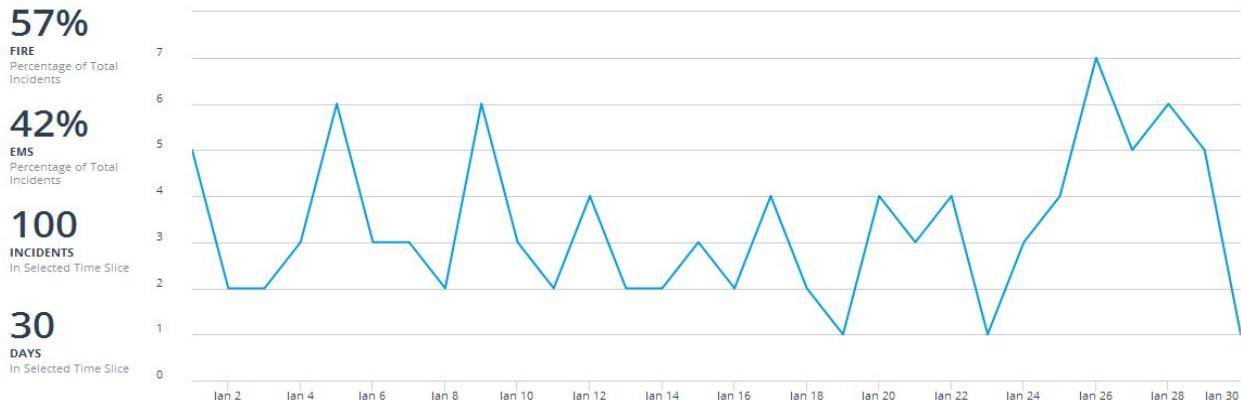
January 30, 11:23pm, a vehicle traveling w/b on Ogden Ave near Coe Rd was stopped and the driver cited for driving while license suspended. The driver was released on scene.

## MEMORANDUM

**To:** Zachery Creer, Village Manager  
**From:** Fire Chief David Godek  
**Date:** January 31, 2025  
**Subject:** Weekly Department Report

1. Fire Prevention Bureau Activity.
  - New fire panels were installed at 402-444 Park Ave. this week.
  - I spoke with our Johnson Controls representative about our radio network.
  - I met with Hinsdale Golf Club about their kitchen project.
2. Quarter Master:
  - New gas meters arrived on Thursday.
3. Emergency Medical Services Report:
  - 42 EMS calls were run in January.
4. Emergency Management Report:
  - On Wednesday, I met with DuPage OEMC about our EOP plan.
5. Du-Comm Report:
  - We are working on a couple of programming issues.
6. Vehicle Maintenance:
  - The last equipment of the Squad truck has been removed.
7. Command Staff Meetings:
  - Staff attended the weekly Fire department meeting.
8. Training:
  - The new Training Captain will be starting next week.
  - Members are working on forceable entry door training and various computer assignments.
  - No training this week as it's the fifth Wednesday.
9. In January we had 100 calls with 42 EMS and 58 Fire.  
19 Automatic Aid was given, and 37%  
27 Automatic Aid was received, and 34%

We increased the 2024 call count by 116, making the year total 1140, a 10.26 increase from 2023.



## Counts

# VILLAGE OF CLARENDON HILLS PUBLIC SAFETY

DATE: January 31, 2025

To: Village Manager Creer

From: P. Dalen, Public Safety Director

Subject: Weekly Activity Report

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## **Meetings and Events**

- Congratulations to the newly appointed Deputy Chief Mike DeLillo.
- Martin Henry, the new FD training officer, will be starting on Monday.
- Plans to implement Rescue Task Force cross-training continues
- Lexipol policy implementation continues.
- I attended the weekly staff meeting.
- I met with Manager Creer, Chief Godek, and the Deputy Chiefs this week.
- I met with Chief Godek regarding several FD matters.

ACS FINANCIAL SYSTEM  
01/28/2025 15:49:57

Claims Register

VILLAGE OF CLARENDON HILLS  
GL050S-V08.22 COVERPAGE  
GL540R

Report Selection:

RUN GROUP... 020325 COMMENT... MANUAL CLAIMS WO 013125

DATA-JE-ID DATA COMMENT

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M-02032025-288 MANUALS WEEK OF 013125

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
002024	NICOR GAS *FY* 316 PARK	60720 514.85 514.85	UTILITIES **CLAIMS TOTAL	01.534.4235	316 PARK 12172		288	00005
2024	COMED *FY* 0 N OGDEN LITE	15277 1,881.43	UTILITIES	10.541.4235	0 N Ogden 02-0		288	00001
	NICOR GAS *FY* 1 N PROSPECT *FY* 212 BURLINGTON *FY* 261 ANN *FY* 448 PARK *FY* 452 PARK *FY* 452 PARK	60720 182.35 96.72 168.36 570.48 388.29 209.09 1,615.29 3,496.72	UTILITIES UTILITIES UTILITIES UTILITIES UTILITIES UTILITIES *TOTAL **CLAIMS TOTAL	01.514.4235 01.546.4235 20.560.4235 01.523.4235 01.546.4235 20.560.4235	1 N PROSPECT 1 212 BURLINGTON 261 ANN 121724 448 PARK 12172 452 PARK 12172 452 PARK 12172		288	00002 00003 00004 00006 00007 00008
2025	NICOR GAS 5506 VIRGINIA	60720 102.98 102.98	UTILITIES **CLAIMS TOTAL	01.514.4235	5506 VIRGINIA		288	00009

ACS FINANCIAL SYSTEM  
01/28/2025 15:49:58

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:		4,114.55						

RECORDS PRINTED - 000009

ACS FINANCIAL SYSTEM  
01/28/2025 15:49:58

Claims Register

VILLAGE OF CLARENDON HILLS  
GL060S-V08.22 RECAPPAGE  
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
01	GENERAL FUND	1,855.67
10	MOTOR FUEL TAX FUND	1,881.43
20	WATER FUND	377.45
TOTAL ALL FUNDS		4,114.55

BANK RECAP:

BANK	NAME	DISBURSEMENTS
	CLARENDON HILLS BANK	4,114.55
TOTAL ALL BANKS		4,114.55

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

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

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