



Village of Clarendon Hills Weekly Manager Reports

2/14/2025

- ✓ **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

MEMORANDUM

To: Village President Tech and Board of Trustees
From: Zachery Creer, Village Manager
Date: February 14, 2025
Subject: Weekly Report

- **Board Meeting** – The next board meeting is on Monday, March 17, at 6:30 PM at the Village Hall.
- **Village Board Trustee** – Staff is happy to welcome newly appointed Trustee Denise Kavuliak to the Village Board. She was sworn in at Monday night's meeting. She has lived in Clarendon Hills for the past 18 years.
- **NIU Event Planning Seminar**– AVM Johnson and Chamber Director McDonald attended an NIU Leadership Academy session on "*Planning Community Events: Public Safety, Public Works, Partners and Risk Management*".
- **Chamber Board Meeting**- AVM Johnson attended the Chamber Board Meeting held on Wednesday. Planning is underway for the Farmer's Market, Daisy Days, and other community events. The Chamber membership drive is also wrapping up. Please visit the Chamber website for information on how to join <https://www.clarendonhillschamber.com/>
- **Downtown Businesses Meetings** – Director Cage, President Tech, Trustee Chaudhry, and I continue to meet with downtown businesses and property owners.
- **Engineering Review**- I attended an engineering review for the parklet projects.
- **College of DuPage Ukiyo-e Public Art Project** - The Village has submitted an application to join College of DuPage's District 502 Waves of DuPage: Ukiyo-e Public Art Project. So far 16 Communities and the Morton Arboretum have agreed to participate. Resident Artist Rich Ho will render an image of each community in a ukiyo-e-style. The image will be displayed in a prominent location in Clarendon Hills this summer and be part of a larger exhibit this Fall.



MEMORANDUM

To: Zachery Creer, Village Manager
From: Maureen B. Potempa, Finance Director
Date: February 14, 2025
Subject: Department Report

1. As a member of the IGFOA Executive Board, I attended the quarterly meeting on Tuesday, where we reviewed financial reports, approved the FY 2025 Audit Engagement Letter, and discussed key initiatives. The Board approved the 2025 Chapter Representatives and Strategic Plans for the 2025 IGFOA Annual Conference in September. Committee reports covered training programs, membership renewals, legislative updates, and scholarship funding. The Legislative Committee reported that the state is entering budget planning with a \$3.2 billion deficit, raising concerns about how this shortfall will be addressed and its potential impact on local municipalities. Our next Executive Board meeting is scheduled for May 8, 2025.
2. The next Board meeting is scheduled for Monday, March 17th. 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: February 14, 2025
Subject: Weekly Report

1. Crews salted streets on Saturday night as ice was in the forecast.
2. Snow and freezing drizzle occurred on Wednesday starting in the late morning and continued into the early morning hours of Thursday. Both Village crews and our sidewalk contractor responded to this weather event.
3. Crews responded to a knocked down stop sign on Holmes and a knocked down street light on Golf.
4. A water valve was dug near the corner of Park and Walker as the property owner wanted to shut off their service for some internal repairs. Over the years the earth around the underground valve shifted and our valve key would no longer line up with the valve. As a result, we dug down to replace the key sleeve.
5. A water main break was repaired on Friday on the 100 block of Algonquin in the Blackhawk Heights subdivision. It did cause water to flow down Mohawk freezing portions of the street. Salt was deployed and a detour was set up for thru traffic.
6. Lead and copper water samples were collected this week. These are new tests required by the Illinois EPA.
7. A new access ladder was installed to reach the mechanicals in the Village Hall attic.
8. A meeting was held with the Village Engineer to finalize plans for new outdoor dining areas and new parking stalls in the Downtown. We also reviewed the scope of work for changes to the intersection of Chicago Avenue at Norfolk/Coe. They are going out for pricing from pre-screened vendors today. We should have numbers in early March.
9. A site meeting was held with the course superintendent at the Hinsdale Golf Club to address a storm sewer issue that was found while the pipes were being lined. We will be replacing a segment of the storm pipe that was too deteriorated to be lined. That work is slated for the end of the month.
10. We continue to follow up on the 89 residences that have not responded to our request to identify the pipe material of the water service feeding their home. Again, this is a legal mandate from the Illinois EPA, so we now have employees going to these homes asking for access to confirm the pipe material.
11. A number of old signs in the school zones were replaced this week.
12. Trucks have been cleaned and fueled as we are expecting more snow and a chance of freezing rain this weekend.

MEMORANDUM

TO: Zach Creer, Village Manager
FROM: Ed Cage, AICP, Community Development Director
DATE: February 14, 2025
RE: Community Development Department Report

1. **Meeting:** Staff met this week with the Fire Chief, Deputy Director of Fire Prevention & Building Safety, and the Village Engineer to discuss drainage issues relating to building permits. Staff along with the Village Engineer are looking into how our stormwater requirements and policies could be improved. Any potential code changes would come to the Village Board for review and approval.
2. **Code Enforcement:** The following code enforcement activities occurred this week:
 - Adjudication hearing is set for February 19th for 100 block of Byrd Ct. for Sump pump issue.
 - 50 block of Bonnie- Sump pump issue.
 - 250 block of Coe Rd. - Is moving towards March Adjudication hearing.
 - 200 block of Woodstock- Is moving towards a second site visit and Adjudication hearing in March. Contacted and spoke to the property owner regarding status on storage issues.
 - 100 block of Walker- Sign Provisions - Sign removed from parkway and placed on ground near home and notice of violation sent.
 - Holmes and 55th- Four signs removed.
3. **Meeting:** Staff attended a Design Build meeting relating to the planned parklets along with the Village Manager, Public Works Director, Deputy Director of Fire Prevention & Building Safety, and the Village Engineer.
4. **Business & Owner Meetings:** Staff, along with the Village President, Village Trustee, and the Village Manager, continued to attend meetings this week with property & business owners.

To: Village Manager Creer
From: Chief E. Leinweber
Date: February 14, 2025
Subject: Weekly Activity Report



Recent Training, Meetings and Events:

- Sworn department personnel are completing annual Use of Force training.
- This month's CourtSmart and Police Law Institute training topics cover new and updated laws for 2025.
- I attended the monthly Chiefs Operations Subcommittee meeting at DU-COMM in Wheaton.
- Enjoy the **Valentine's Day** weekend! Drive sober or utilize rideshare options.



Recent incidents:

February 7, 1:17pm, the driver of a vehicle stopped for a traffic violation was taken into custody on a warrant for domestic battery that occurred in another jurisdiction. Officers from Arlington Heights PD responded to CHPD and took custody of the subject.

February 8, 6:31am, officers responded to a tipline call regarding a subject allegedly making suicidal statements. Officers spoke with the subject who denied making such statements. Further assistance offered to the subject and family was declined.

February 8, 7:58am, a resident of the two-hundred block of S Prospect Ave called to report their car had been burglarized overnight while parked in the driveway and a gym bag was missing. Officers did not observe any indication of forced entry made to the vehicle. Extra patrols to be conducted.

February 9, 3:44am, officers responded to an assist other agency request at Hinsdale Hospital regarding a subject who had reportedly been stabbed while in the Village of Willowbrook. WPD is investigating the incident further.

February 9, 12:19pm, a resident of the 5700 block of Holmes Ave called to report a lawn ornament was missing from outside the residence and they believe it to be stolen.

February 9, 8:32pm, officers assisted Westmont PD in searching for the driver who ran on foot from a traffic stop near Ogden and Oxford. The driver was seen running through the course grounds at Hinsdale Golf Club as well as yards in the area. CHPD officers deployed a UAS (drone) during the search along with DGPD. Westmont PD identified the suspect in question, charges pending.

February 10, 9:49am, a resident on the two-hundred block of Ann St called to report an unknown subject entered and rummaged through their unlocked vehicle. The incident occurred approximately two days prior and nothing was reported missing. Extra patrols to be conducted.

February 12, 7:43am, officers responded to the Jewel/Osco store for the report of a hit & run property damage accident. Officers were able to locate the suspect vehicle with the assistance of cameras in the area. Further investigation is pending.

February 12, 2:53pm, officers responded to a residence for a well-being check request. Officers and CHFD personnel made contact with the subject and their family. While doing so, the subject of the well-being check reported an alleged assault from approximately three weeks prior when they were at the Jewel/Osco parking lot. Detectives are investigating further.

**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: Fire Chief David Godek
Date: February 14, 2025
Subject: Weekly Department Report

1. Fire Prevention Bureau Activity.
 - Trouble fire alarms were reviewed.
 - Three fire inspections were completed this week.
 - I met with the PNC Bank Manager about the building fire alarm.
2. Quarter Master:
 - Nothing to report this week.
3. Emergency Medical Services Report:
 - Crews conducted the EMS drug check this week.
 - FF/PM John McReynolds has accepted the department's EMS Coordinator position.
 - Drug exchange was completed at Loyola.
 - Loyola presented continuing education this week for members on several topics.
4. Emergency Management Report:
 - EOP requested documents were sent to DuPage County.
 - This week, I attended the MABAS Division 10 meeting.
 - Department Box Cards were completed and presented to the MABAS Division.
5. Du-Comm Report:
 - Du-Comm completed additional programming of our running orders.
6. Command Staff Meetings:
 - Staff attended the weekly Fire department meeting.
 - The Employee meeting was this Wednesday.
7. Training:
 - Training for the week was EMS training.
8. We had limited calls on Wednesday night related to the snowstorm. We placed two additional members on shift with a couple of overnight calls.

VILLAGE OF CLARENDON HILLS PUBLIC SAFETY

DATE: February 14, 2025
To: Village Manager Creer
From: P. Dalen, Public Safety Director
Subject: Weekly Activity Report



Meetings and Events

- I attended the weekly department head meeting.
- I had an introductory meeting with the new FD training officer.
- Chief Godek and I had several meetings.
- Staff is finalizing the Lt. testing process.
- Manager Creer, Fire staff and I met for our weekly meeting. Discussed were Officer training expectations, department procedures, and new hires among other things.
- Lexipol policy implementation continues.
- I attended the fire department blue shirt meeting. Chief Godek advised attendees of the expectations moving forward.
- Deputy Chief DeLillo was sworn in at the recent Village Board meeting.



ACS FINANCIAL SYSTEM
02/14/2025 09:29:46

Claims Register

VILLAGE OF CLARENDON HILLS
GL050S-V08.22 COVERPAGE
GL540R

Report Selection:

RUN GROUP... 021425 COMMENT... MANUALS 021425

DATA-JE-ID	DATA COMMENT
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M-02142025-483 MANUAL 02142025

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
002024	CHASE CARD SERVICES 23325						
	FY UPS 4055 DISPLAY CA	14.40	MINOR TOOLS & EQUIP	01.520.4322	21625		483 00005
		14.40	**CLAIMS TOTAL				
2024	CHASE CARD SERVICES 23325						
	FY 4039 & 4058 EMPLOYE	37.80	CONFERENCES/TRAINING/MEE	01.500.4291	21625		483 00002
	FY 4034 EMPLOYEE LUNCH	19.78	CONFERENCES/TRAINING/MEE	01.500.4291	21625		483 00004
	FY 4001 EMPLOYEE LUNCH	19.33	CONFERENCES/TRAINING/MEE	01.500.4291	21625		483 00006
	FY KG,ET,HO,4057,4002,	98.44	CONFERENCES/TRAINING/MEE	01.500.4291	21625		483 00007
	FY 4055,4050,4042 EMPL	51.47	CONFERENCES/TRAINING/MEE	01.500.4291	21625		483 00008
	FY 4009 EMPLOYEE LUNCH	9.45	CONFERENCES/TRAINING/MEE	01.500.4291	21625		483 00009
	FY AIRDATA DRONE SUBSC	240.00	MEMBERSHIPS & SUBSCRIPTI	01.521.4292	21625		483 00010
	FY AMAZON TEA	45.92	OFFICE SUPPLIES	01.522.4301	21625		483 00003
	FY GRAINGER	139.41CR	MINOR TOOLS & EQUIP	01.523.4322	21625		483 00001
		382.78	*TOTAL				
		382.78	**CLAIMS TOTAL				
2025	CHASE CARD SERVICES 23325						
	ILL FIRE & POLICE SUBSCR	400.00	MEMBERSHIPS & SUBSCRIPTI	01.502.4292	21625		483 00016
	4050 SCHOOL SAFETY SUMMI	40.00	CONFERENCES/TRAINING/MEE	01.520.4291	21625		483 00014
	AMAZON 4058 UNIFORM ITEM	20.89	UNIFORMS/CLOTHING/EQUIPM	01.520.4317	21625		483 00013
	COURTSMART/LEO 2025 SUBS	700.00	MEMBERSHIPS & SUBSCRIPTI	01.521.4292	21625		483 00011
	AMAZON THUNDER GO CHARGI	57.99	MINOR TOOLS & EQUIP	01.521.4322	21625		483 00015
	AMAZON EXIT SIGN BATTERI	37.98	MAINTENANCE EQUIPMENT	01.523.4263	21625		483 00012
		1,256.86	*TOTAL				
		1,256.86	**CLAIMS TOTAL				

Claims Register
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CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P ID LINE
REPORT TOTALS:		1,654.04					

RECORDS PRINTED - 000016

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
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01	GENERAL FUND	1,654.04
TOTAL	ALL FUNDS	1,654.04

BANK RECAP:

BANK	NAME	DISBURSEMENTS
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BANK	CLARENDON HILLS BANK	1,654.04
TOTAL	ALL BANKS	1,654.04

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

DATE	APPROVED BY
		
		