



Village of Clarendon Hills Weekly Manager Reports

2/21/2025

- ✓ **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 21, 2025
Subject: Weekly Report

- **Board Meeting** – The next board meeting is on Monday, March 17, at 6:30 PM at the Village Hall.
- **Traffic Calming**– I attended multiple meetings to start reviewing options for traffic calming plans in the Village.
- **Chamber Board Meeting-** AVM Johnson attended the Chamber member meeting on Wednesday.
- **Downtown Businesses Meetings** – Director Cage, President Tech, Trustee Chaudhry, and I continue to meet with downtown businesses and property owners.
- **FD Meetings-** I continue to attend weekly meetings with Fire Department management to assist with the ongoing reorganization.
- **Prospective Businesses-** I talked with prospective businesses and reviewed with Director Cage.



1 N. Prospect Avenue
Clarendon Hills, Illinois 60514
630.286.5415

MEMORANDUM

To: Zachery Creer, Village Manager
From: Maureen B. Potempa, Finance Director
Date: February 21, 2025
Subject: Department Report

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 21, 2025
Subject: Weekly Report

1. One crew worked late on Friday night and a second crew came in pre-dawn on Saturday to address the snowfall.
2. Crews were off on Monday for Presidents' Day.
3. Tuesday was focused on clearing snow piles from the Downtown. Trucks were also cleaned to remove salt and avoid corrosion.
4. Water samples were taken for the presence of lead and copper. This testing is mandated by the Illinois EPA and the frequency and number of homes has increased for 2025.
5. Two of our newer employees trained for watermain repairs.
6. More trees were trimmed this week.
7. Spoils from prior water main breaks were hauled to the dump.
8. On Friday, a watermain break on Ann Street just east of Prospect is being repaired.
9. Research occurred this week on more ways to address traffic in neighborhood areas with a focus on speeding and on pedestrian safety.

MEMORANDUM

TO: Zach Creer, Village Manager
FROM: Ed Cage, AICP, Community Development Director
DATE: February 21, 2025
RE: Community Development Department Report

1. **Webinar:** Staff attended a webinar hosted by The Metropolitan Mayors Caucus' Housing and Community Development Committee this week. The meeting topic was the Report of the Governor's Ad-Hoc Missing Middle Housing Solutions Advisory Committee.
2. **Code Enforcement:** The following code enforcement cases went to adjudication this week:
 - 50 block of Bonnie- The Adjudicator would like topographical information at the property line and aerial photos for the next hearing in March.
 - 100 block of Byrd- Since the Village issued a permit and approved it and the standing water is in a culvert the Adjudicator did not find the resident liable and dismissed the case.
3. **Chamber of Commerce Meeting:** Staff attended the Chamber of Commerce meeting and helped to provide a Village update along with the Assistant Village Manager.
4. **421 Park Ave Update:** Staff had a scheduled call with the developer for 421 Park Ave. The 6-unit townhome project is planned to break ground this year and the call was to address some outstanding engineering and development related issues.
5. **Business/Property Owner Meetings:** Staff attended some further downtown property owner meetings along with the Village President, Village Trustee, and Village Manager.

To: Village Manager Creer
From: Chief E. Leinweber
Date: February 21, 2025
Subject: Weekly Activity Report



Recent Training, Meetings and Events:

- Sergeant Robak and Officer Calderon attended a two-day course on "Preventing Targeted Violence Through Leakage and Cyber Investigations" hosted by the Illinois School Campus and Safety Program.
- PD staff have been cross-training with members of the CHFD on familiarization and use of door breaching tools/equipment.
- Sergeant Porter, Sergeant Finrock, and I attended the CCSD-181 school safety meeting held at the district office.
- I attended a Lexipol online seminar on "Why Law Enforcement Hires Go Bad: From Recruitment Through the Academy".
- AVM Johnson, PSD Dalen, PW Director McGlaughlin, and I met to discuss preparation for the HGC Championship Swim Meet occurring in July.
- PSD Dalen, PW Director McGlaughlin, and I met to discuss neighborhood traffic calming studies.

Recent incidents:

February 14, 5:38pm, officers and members of the CHFD responded to a residence for the subject who was having a mental health crisis. Assistance was provided and the subject was transported to a medical facility for further evaluation.

February 15, 2:11pm, officers responded to a residence for the subject who had suffered a dog bite while in the home dog sitting. The subject was transported by medics to the hospital for medical treatment. DuPage County Animal Control was notified.

February 16, 4:51am, officers were alerted by dispatch of a wrong way driver traveling N/B on Rte 83 in the S/B lanes. Officers located a vehicle as described near Rte 83 and Ogden Ave. The driver of the vehicle exhibited an indicia of alcohol impairment and was subsequently taken into custody for DUI.

February 16, 7:00pm, a vehicle was stopped near Oxford & Norfolk for a stop sign violation. Officers discovered the driver was operating the vehicle with a suspended license. The driver was cited for both violations.

February 17, 11:13am, a resident of a multi-unit residential complex called to report their plants and other items had been stolen from a common hallway. Officers learned the items had been relocated by property management due to violation of association by-laws. Officers assisted further in making arrangements for the resident to be reunited with their items.

February 18, 2:27pm, a resident came to the PD to report a social media scam regarding an unknown suspect threatening them if the resident did not pay the scammer fifty dollars. Officers gave the resident advice on such scams and are investigating further.

February 18, 3:50pm, a resident reported a delayed altercation at the Park Ave sled hill that allegedly occurred two days prior. The altercation was caused by a disagreement over usage of a snow ramp and snowballs being thrown. The resident asked that the incident be documented but did not want officers to investigate further at the time of the report.

February 19, 8:24pm, officers responded to a complaint of a resident failing to bring their garbage cans in from the curb after pickup as required by Village ordinance. An ordinance violation citation was issued.

February 20, 11:20pm, a vehicle was stopped and the driver cited on scene for a misdemeanor speeding violation while traveling on Ogden Ave near Middaugh Rd.

February 21, 12:04am, a vehicle was stopped for a misdemeanor speeding violation while traveling on Ogden Ave near Middaugh Rd. The driver did not possess a valid license to operate the vehicle. Officers cited the driver for both violations on scene.

February 21, 1:36am, a vehicle was stopped and the driver cited on scene for a misdemeanor speeding violation while traveling on Rte 83 near 55th Street.

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 21, 2025
Subject: Weekly Department Report

1. Fire Prevention Bureau Activity.
 - Several fire alarms were having problems due to the extreme temperatures this week.
 - Four inspections were completed this week.
 - I contacted the Johnson Controls representative about several Keltron fire radio issues.
2. Quarter Master:
 - Nothing to report this week.
3. Emergency Medical Services Report:
 - Crews conducted inspections of both ambulances this week, and replacement items were ordered.
 - We are moving forward to changing the status of the second ambulance to Advanced Life Support from its Reserve status; this is a joint project with our EMS system.
4. Emergency Management Report:
 - Nothing to report this week.
5. Du-Comm Report:
 - I attended the Du-Comm Fire Operations this week.
6. Command Staff Meetings:
 - Staff attended the weekly Fire department meeting.
 - This week, we met with Westmont Police and Fire to discuss sharing services.
 - We met with the Western Springs Fire Chief to discuss several training goals that both departments have for 2025
7. Training:
 - The Assistant Training Officer coordinated a training program for hazardous materials RIT presented by Argonne FD. The course is designed to assist Hazmat Technicians if they encounter a medical emergency while encapsulated in their suits during an incident. Nine members attended the training.
8. We had limited calls of fire alarms having issues with the cold temperatures, and the fire alarms did not tolerate extreme temperatures well. The temperatures will rise in the upcoming weeks, and some of these problems will be corrected. Spring usually brings on a change of fire alarm batteries that suffered over the winter.

VILLAGE OF CLARENDON HILLS PUBLIC SAFETY

DATE: February 21, 2025
To: Village Manager Creer
From: P. Dalen, Public Safety Director
Subject: Weekly Activity Report



Meetings and Events

- Chief Godek, DC DeLillo and I attended a meeting with the Westmont public safety director and fire chiefs.
- Staff is finalizing the fire lieutenant testing process.
- Manager Creer, fire staff and I met for our weekly meeting.
- Lexipol policy implementation continues.
- I attended the Illinois Association of Chiefs legislative committee bill review.
- Chief Leinweber, Public Works Director McLaughlin, and I met with a representative from KLOA regarding neighborhood traffic studies.

ACS FINANCIAL SYSTEM
02/20/2025 15:35:25

Claims Register

VILLAGE OF CLARENDON HILLS
GL050S-V08.22 COVERPAGE
GL540R

Report Selection:

RUN GROUP... 022025 COMMENT... MANUALS 022125

DATA-JE-ID	DATA COMMENT
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M-02202025-525 MANUALS WEEK OF 02/21

Run Instructions:

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

Claims Register

CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P	ID	LINE
VERIZON WIRELESS #1		90095							
	1/25 PHONE LINES	129.21	TELEPHONE	01.510.4212	6105164826			525	00001
	1/25 PHONE LINES	36.01	TELEPHONE	01.513.4212	6105164826			525	00002
	1/25 PHONE LINES	863.04	TELEPHONE	01.520.4212	6105164826			525	00003
	1/25 PHONE LINES	34.65	TELEPHONE	01.530.4212	6105164826			525	00004
	1/25 PHONE LINES	7.08	TELEPHONE	01.531.4212	6105164826			525	00005
	1/25 PHONE LINES	47.35	TELEPHONE	01.532.4212	6105164826			525	00006
	1/25 PHONE LINES	3.50	TELEPHONE	01.535.4212	6105164826			525	00007
	1/25 PHONE LINES	73.10	TELEPHONE	01.540.4212	6105164826			525	00008
	1/25 PHONE LINES	126.92	TELEPHONE	20.560.4212	6105164826			525	00009
		1,320.86	*TOTAL						
VERIZON WIRELESS #3		90097							
	1/25 CELL PHONES	89.70	TELEPHONE	01.520.4212	6105164827			525	00017
	1/25 CELL PHONES	42.35	TELEPHONE	01.530.4212	6105164827			525	00018
	1/25 CELL PHONES	38.01	TELEPHONE	01.532.4212	6105164827			525	00016
	1/25 CELL PHONES	42.35	TELEPHONE	01.533.4212	6105164827			525	00019
	1/25 CELL PHONES	27.13	TELEPHONE	01.540.4212	6105164827			525	00020
	1/25 CELL PHONES	27.13	TELEPHONE	20.560.4212	6105164827			525	00021
		266.67	*TOTAL						
VERIZON WIRELESS #4		90098							
	1/25 DATA CHARGES	577.36	TELEPHONE	01.520.4212	6105164828			525	00010
	1/25 DATA CHARGES	61.94	TELEPHONE	01.530.4212	6105164828			525	00011
	1/25 DATA CHARGES	158.98	TELEPHONE	01.531.4212	6105164828			525	00012
	1/25 DATA CHARGES	35.55	TELEPHONE	01.532.4212	6105164828			525	00013
	1/25 DATA CHARGES	11.85	TELEPHONE	01.533.4212	6105164828			525	00014
	1/25 DATA CHARGES	100.17	TELEPHONE	01.540.4212	6105164828			525	00015
		945.85	*TOTAL						
WEX BANK		93205							
	1/25 FUEL CHARGES	3,219.72	VEHICLE FUEL	01.521.4603	102593787			525	00024
	1/25 FUEL CHARGES	491.66	VEHICLE FUEL	01.531.4603	102593787			525	00022
	1/25 FUEL CHARGES	631.01	VEHICLE FUEL	01.532.4603	102593787			525	00023
	1/25 FUEL CHARGES	2,281.83	VEHICLE FUEL	01.540.4603	102593787			525	00025
	1/25 FUEL CHARGES	1,228.68	VEHICLE FUEL	20.560.4603	102593787			525	00026
		7,852.90	*TOTAL						
		10,386.28	**CLAIMS TOTAL						

Claims Register
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CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P ID LINE
REPORT TOTALS:		10,386.28					

RECORDS PRINTED - 000026

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
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01	GENERAL FUND	9,003.55
20	WATER FUND	1,382.73
TOTAL ALL FUNDS		10,386.28

BANK RECAP:

BANK	NAME	DISBURSEMENTS
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BANK	CLARENDON HILLS BANK	10,386.28
TOTAL ALL BANKS		10,386.28

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

DATE	APPROVED BY
		
		