



Village of Clarendon Hills

Weekly Manager Reports

2/28/2025

- ✓ 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: Mera Johnson, Assistant Village/HR Director
Date: February 28, 2025
Subject: Weekly Report

- **Board Meeting** – The next board meeting is on Monday, March 17th, at 6:30 PM at the Village Hall.
- **New Mic Village Board Room**– A new portable microphone was installed in the Board Room this week. The previous microphone stopped working some time ago. The new mic will hopefully improve the public comments process during meetings.
- **LRS Contract**- Manager Creer, Director Potempa and I met with LRS on Tuesday to finalize language in the refuse contract. One notable change is that the Village will be billing for curbside refuse pickup on existing water bills. Residents should expect to see charges on their May bills.
- **Safety Wellness Meeting** – I chaired a Safety wellness meeting on Monday to discuss near misses and accidents with Departments. We also discussed wellness initiatives for Village employees and training plans for each Department.
- **FD Meetings**- Manager Creer and Director Dalen continue to attend weekly meetings with Fire Department management to assist with streamlining roles, training, and working with neighboring communities.
- **Banners** – Director McLaughlin, Supervisor Franco, and I met with representatives from Bannerville about replacing Village banners that are over 15 years old.
- **Village Hall HVAC & Doors** – Work on the Village Hall doors to fix a seal issue was performed this week. HVAC retrofit project at Village Hall should be complete by the end of next week.

MEMORANDUM

To: Zachery Creer, Village Manager
From: Maureen B. Potempa, Finance Director
Date: February 28, 2025
Subject: Department Report

1. On Tuesday, Village Manager Creer, Assistant Village Manager Johnson, and I met virtually with representatives from LRS to discuss the ongoing transition of refuse and recycling billing to the Village's water bill. The transition is progressing smoothly. Utility Billing Assistant Chandler successfully conducted a test run in the finance system to ensure accurate billing for residents. Additionally, she is coordinating with our utility bill printing provider to finalize the formatting of the paper bill and is working with the online billing provider to ensure that residents can view the refuse charge on their water bill electronically.
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)



452 Park Avenue
Clarendon Hills, Illinois 60514
630.286.4750

MEMORANDUM

To: Zachery Creer, Village Manager
From: Collin Franco, Operations Supervisor
Date: February 28, 2025
Subject: Weekly Report

1. Staff attended the annual Pipeline Safety Training.
2. Crews completed a point repair of a 24" storm sewer at the Hinsdale Golf Course. The storm sewer is scheduled to be lined after an additional repair is made.
3. On Tuesday morning, staff was notified of a water main break on 100 block of Hiawatha. M.E. Simpson was called to help identify where the leak was located due to the frozen ground.
4. Crews saw cut and completed a temporary patch from a water main break last Friday in the Business District. The sidewalk and street were power-washed after.
5. Potholes were filled in the Blackhawk area this week and will continue throughout town next week.
6. Root cutting and jetting were completed for storm sewers along Burlington Ave. Staff will review camera footage to evaluate the condition of the pipe.
7. Minor building maintenance was completed this week at the Village Hall and Fire Department.
8. Vehicle maintenance was completed for the Police Department.
9. A new light pole was installed at the Village Hall that was knocked down.
10. Spoils continue to be hauled away from previous underground repairs.



1 N. Prospect Avenue
Clarendon Hills, Illinois 60514
630.286.5412

MEMORANDUM

TO: Zach Creer, Village Manager
FROM: Ed Cage, AICP, Community Development Director
DATE: February 28, 2025
RE: Community Development Department Report

1. **Meeting:** Staff met with the operator of Ginger Wasabi to assist with completing the outdoor dining application materials.
2. **Code Enforcement:** The following code enforcement activities occurred this week:
 - 200 block of Burlington - One Hydro and rough inspection of sprinkler system conducted.
 - 153 Juliet - Home demolished after a long Adjudication process.
 - 30 block of Waverly- Home is being prepared for demolition.
 - Several new homes across the village are moving towards completion.
3. **ZBA/PC Meeting:** There is a ZBA/PC meeting scheduled for March 6th where the continued Zoning Text Amendment relating to fences will be discussed further.
4. **Meeting:** Staff met with the new Chairman of the Economic Development Commission to discuss their next proposed meeting date in late March.
5. **House Demolished:** 153 Juliet was recently demolished by the property owner. This was tagged as an unsafe structure by the Village and the removal of the structure, grading and seeding of the property, concludes a long-standing property maintenance and adjudication issue.

To: Village Manager Creer
From: Chief E. Leinweber
Date: February 28, 2025
Subject: Weekly Activity Report



Recent Training, Meetings and Events:

- Sergeant Finfrock along with school liaison officers from Hinsdale PD and Burr Ridge PD taught a staff safety class at CHMS. Sergeant Finfrock also conducted a safety drill at CHMS.
- Officer Dziekan and Sergeant Porter attended Coordinated Response Exercise (CoRE) training on underground pipeline safety.
- Officers Dziekan, Spelman and Pech along with Sergeants Porter and Robak attended Illinois Hate Crime Statute & Case Studies training hosted by the office of Attorney General Kwame Raoul.
- The Sergeants and I held a staff meeting at the PD.
- I attended the Village Safety & Wellness Committee meeting.
- I attended the monthly DuPage Chiefs of Police meeting.

Recent incidents:

February 21, 8:49pm, officers responded to a residence for a delayed damage to property report. The caller advised the rear door of the residence appeared to have been forced. Officers canvassed the area and are investigating further.

February 24, 11:11pm, a vehicle traveling S/B on Rte 83 near 55th street was stopped for an excessively high speeding violation. The driver was cited for misdemeanor speeding 35+ MPH over the statutory limit and issued a court date.

February 25, 2:11pm, a resident met with officers at the station for an identity theft report. The resident received a tax document in the mail from a business they did not work for. Officers completed a report and provided identity theft advice & resources.

February 25, 7:26pm, officers responded to a third-party well-being check of a possible domestic dispute in a neighboring residential unit. Officers spoke with the residents in question who confirmed they were having a verbal argument about a family matter, but it was never physical. Domestic advice & resource info were provided and the parties separated for the evening.

February 27, 7:11am, officers assisted Downers Grove PD by locating the vehicle of a subject who had been reported missing & suicidal from their town. The subject in question spoke with officers & medics on scene and advised they were fine and did not need any assistance. DGPD was advised.

February 26, 3:34pm, officers responded to the Metra train depot parking lot for the report of a subject pulling on door handles of several parked cars before hopping on an E/B commuter train. Village security cameras at the train depot confirmed the subject had entered two separate unlocked vehicles. The subject was located and identified at the Riverside train stop, taken into custody and transported to CHPD. Officers charged the subject with two misdemeanor counts of criminal trespass to vehicle. Thanks to Hinsdale PD and Riverside PD for their assistance.

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

Electric Bikes



E-Bike are the latest craze but did you know that some require you to have a license?



▶▶ **Learn more about bike safety**



MEMORANDUM

To: Zachery Creer, Village Manager
From: Fire Chief David Godek
Date: February 28, 2025
Subject: Weekly Department Report

1. Fire Prevention Bureau Activity.
 - Mycroft Row Townhomes new building is moving along well. This week, we conducted the Hydro and Rough sprinkler system inspection.
 - Seven life safety inspections were completed this week.
 - The trouble alarm report was reviewed for the week.
2. Quarter Master:
 - 2025 Fit Testing was completed this week. This testing ensures that face pieces fit properly for various emergencies that Police, Fire, and EMS personnel might encounter. FF/PM's McReynolds, Penn, and Hernandez helped complete this project quickly.
3. Emergency Medical Services Report:
 - Crews conducted inspections of both ambulances this week, and replacement items were ordered and received.
4. Emergency Management Report:
 - Deputy Chief DeLillo attended an ISO course last week and shared information he brought back to help our next ISO review.
5. Du-Comm Report:
 - Nothing to report this week.
6. Command Staff Meetings:
 - Staff attended the weekly Fire department meeting.
7. Training:
 - This week, members trained on deploying hose lines and ground ladders.
8. Call Statistics:

At this point in the week, we have had 14 emergency calls, 57% Fire and 43% EMS.

In February, we had 88 emergency calls, 49% for Fire and 51% for EMS.

VILLAGE OF CLARENDON HILLS
PUBLIC SAFETY



DATE: February 28, 2025
To: Village Manager Creer
From: P. Dalen, Public Safety Director
Subject: Weekly Activity Report

Meetings and Events

- Staff is finalizing the fire lieutenant testing process.
- Manager Creer, fire staff and I met for our weekly meeting.
- I met with Chief Godek and DC DeLillo regarding staff assignments.
- Lexipol policy implementation continues.

ACS FINANCIAL SYSTEM
02/28/2025 09:19:55

Claims Register

VILLAGE OF CLARENDON HILLS
GL050S-V08.22 COVERPAGE
GL540R

Report Selection:

RUN GROUP... 022825 COMMENT... MANUALS 022825

DATA-JE-ID DATA COMMENT

M-02282025-591 MANUALS WEEK OF 2/28

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
COMCAST		15257						
2/25 INTERNET CHARGES		198.75	OTHER PROFESSIONAL SERVI	01.512.4207	232699085	591	00006	
2/25 INTERNET CHARGES		132.50	CONTRACT LABOR-VEHICLES	01.521.4602	232699085	591	00001	
2/25 INTERNET CHARGES		331.25	UNIFORMS/CLOTHING/EQUIPM	01.531.4317	232699085	591	00003	
2/25 INTERNET CHARGES		530.00	MAINTENANCE EQUIPMENT	01.532.4263	232699085	591	00004	
2/25 INTERNET CHARGES		200.00	MAINTENANCE BUILDINGS	01.534.4262	232699085	591	00005	
2/25 INTERNET CHARGES		132.50	OTHER PROFESSIONAL SERVI	01.550.4207	232699085	591	00002	
		1,525.00	*TOTAL					
		1,525.00	**CLAIMS TOTAL					

ACS FINANCIAL SYSTEM
02/28/2025 09:19:55

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:		1,525.00						

RECORDS PRINTED - 000006

ACS FINANCIAL SYSTEM
02/28/2025 09:19:55

Claims Register

VILLAGE OF CLARENDON HILLS
GL060S-V08.22 RECAPPAGE
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
01	GENERAL FUND	1,525.00
TOTAL ALL FUNDS		1,525.00

BANK RECAP:

BANK	NAME	DISBURSEMENTS
	CLARENDON HILLS BANK	1,525.00
TOTAL ALL BANKS		1,525.00

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

DATE APPROVED BY
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