



Village of Clarendon Hills

Weekly Manager Reports

3/14/2025

- 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: March 14, 2025
Subject: Weekly Report

- **Board Meeting** – The next board meeting is on Monday, March 17th, at 6:30 PM at the Village Hall.
- **Metro Managers** - I attended the monthly Metro Managers' Lunch and Learn on Wednesday. The training topic was how to properly administer a personnel investigation.
- **Enterprise Software**- I attended a meeting with finance staff regarding a possible software vendor to implement new enterprise software, including new finance software and other integrated solutions.
- **IPELRA Law Seminar** – AVM Johnson attended the annual Illinois Public Employers Labor Relations Association annual law seminar. Topics covered included benefit leave management, arbitration, and OHSA regulations. Industry trends are leaning toward higher Union contract agreements.
- **Chamber Board Meeting** – AVM Johnson attended the Chamber of Commerce Board Meeting on Wednesday. The Chamber is busy planning for Restaurant Week in April.
- **IRMA Board of Directors Meeting** – AVM Johnson attended the IRMA Board Meeting on Tuesday as the Village's Representative. IRMA is the Village's General Liability and Workers' Compensation provider.

MEMORANDUM

To: Zachery Creer, Village Manager
From: Brendan McLaughlin, Public Works Director
Date: March 14, 2025
Subject: Weekly Report

1. A valve that serves the Coventry subdivision was removed and replaced as it was no longer capable of closing.
2. Spoils from water main repairs were hauled to the dump.
3. Grant closeout paperwork from our Tree health Assessment and Inventory was completed and approved by the Morton Arboretum. We anticipate receiving \$22,500 back from this federally sponsored project.
4. Monthly water samples were collected and taken to the lab for analysis.
5. Scrub plants were removed and drainage work completed along the Route 83 Soundwall as it approaches 55th Street.
6. Video was reviewed from storm sewer cleaning performed last week in the vicinity of Blue Lake. One pipe looks in acceptable condition, the other is nearing the point that it should be lined.
7. I attended a Labor Law Seminar on Thursday.
8. Refresher training was completed on work zone safety.
9. Work began on our Illinois EPA loan application.
10. Water meter transponders with failing batteries were replaced.
11. Work continued on the Village Hall Conference Room refresh.
12. In-house crews performed tree trimming on Juliet.
13. Our tree contractor began their trimming list for the taller trees which are beyond what our equipment can reach.
14. A number of vehicles had their preventative maintenance work completed.

MEMORANDUM

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

1. **Sparrow Project Update:** Staff had a recent call with one of the Sparrow development partners. It is anticipated that the permit plans will be submitted this month for Village review and approval. This will allow Sparrow Coffee to move forward with the major rehab of the entire building located at 100 Park Avenue.
2. **Meeting:** Staff had a meeting with representatives from Global Real Estate Advisors (GREA) who are located in Oakbrook.
3. **Code Enforcement:** The following code enforcement activities occurred this week:
 - Four new homes completed the residential sprinkler system inspection.
 - One new home re-scheduled the residential sprinkler inspection for next week.
 - Spoke with a sprinkler contractor about an issue with a current project at Mycroft Condos.
 - Seven illegal signs were removed this week.
 - Staff reviewed an IEPA permit for the Clarendon Hills Park District for a vegetation burn for upcoming dates in 2025.
 - Vegetation burns were conducted by neighboring villages this week.
4. **Outdoor Dining:** Staff has contacted the local restaurant businesses that have outdoor dining and requested information about their proposed tables, chairs, and umbrellas. The applications are starting to come in before the April Village Board meeting.

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



Recent Training, Meetings and Events:

- Assistant to the Police Chief Kelly Green and Sergeant Finfrock attended DuPage County Records database training.
- Sergeant Finfrock taught safety training to the Hinsdale Middle School staff.
- FD Chief Godek, PSD Dalen, and I attended IRMA Harassment Training presented by EEOC.
- Assistant VM Johnson, PSD Dalen, PW Director McLaughlin, and I attended IPELRA training.



Recent incidents:

March 8, 9:03am, a vehicle was stopped for having expired registration while traveling on Ogden Ave. The driver was unable to produce a valid license or proof of insurance. Officers issued citations for expired registration, suspended registration, while license suspended and operating an uninsured motor vehicle.

March 8, 10:01am, officers spoke with a subject regarding a possible theft of currency. After further investigation, the matter was determined to be civil in nature. Advice provided.

March 9, 7:47am, a vehicle was stopped for a speeding violation on Rte 83 near 55th St. Officers also determined the operator of the vehicle did not have a driver's license and the vehicle registration was suspended. The driver was cited for speeding, suspended registration, no valid license and released.

March 9, 1:50pm, officers met with a resident who reported fraudulent transactions to their checking account. Identity theft resources were provided, and a report was taken. Further investigation is pending.

March 10, 8:54pm, officers attempted to stop a motorcycle on Rte 83 for speeding in excess of 100 mph. The operator of the motorcycle refused to pull over for the officer and fled at a high rate of speed. Further investigation is pending.

March 11, 10:09pm, a vehicle was stopped by officers for a misdemeanor speeding violation and failure to signal when required on Ogden Ave near Woodstock. The driver was cited and released.

March 11, 11:36pm, officers responded to a residence for a domestic disturbance. One of the parties involved was alleged to have threatened a family member with a knife after an argument. The suspect was taken into custody for aggravated assault and transported to the DuPage County Jail.

March 12, 12:00pm, officers met with a business owner regarding a fraud report. The victim believes their email was hacked by an unknown subject after which a considerable sum of money was sent via wire transfer. Further investigation is pending.

March 12, 6:36pm, a vehicle was stopped for improper lane usage near Woodstock & Traube. Officers determined the operator of the never was never issued a license to drive. The driver was cited for no valid license and improper lane usage and released.

March 13, 12:40am, a vehicle was stopped for a misdemeanor speeding violation on Rte 83 near 55th St. The driver was also unable to provide proof of insurance for the vehicle. Officers issued citations for misdemeanor speeding and operating an uninsured motor vehicle and released the driver.

**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: March 13, 2025
Subject: Weekly Department Report

1. Fire Prevention Bureau Activity.
 - Four residential sprinkler systems were inspected this week, and one was rescheduled for next week.
 - Two fire inspections were completed, and three were scheduled.
 - Approval was given for the fire alarm project at Village Hall.
2. Quarter Master:
 - Uniforms were dropped off at the embroidery shop.
 - Corrections made to our department uniform embroidery design.
3. Emergency Medical Services Report:
 - I'm working with Loyola EMS on upgrading the backup Ambulance.
 - I exchanged drugs at Loyola EMS.
 - New equipment arrived for Ambulances.
 - EMS continuing education was rescheduled to March 19th due to the availability of a Loyola Instructor.
4. Emergency Management Report:
 - Nothing to report this week.
5. Du-Comm Report:
 - The Chief Operations meeting was canceled.
 - This week, I met with several Fire Chiefs and ETSB staff about the status of new portables.
 - Several dispatch programming items were corrected this week.
6. Command Staff Meetings:
 - I attended an IRMA employee harassment meeting with the Police Chief and Public Safety Director.
7. Training:
 - This week, members conducted training on CPR.
8. 2021 Tahoe was brought into the shop to install an efficient emergency radio console to replace the current setup.

VILLAGE OF CLARENDON HILLS
PUBLIC SAFETY



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

Meetings and Events

- So far, there are three applicants for the Lieutenant test. There are four openings at this point.
- I attended the weekly staff meeting.
- I attended HR training at IRMA headquarters.
- I attended a public sector employment law seminar.
- Lexipol policy implementation continues.