



Village of Clarendon Hills

Weekly Manager Reports

3/21/2025

- 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: March 21, 2025
Subject: Weekly Report

- **Board Meeting** – The next board meeting is on Monday, April 21st, at 6:30 PM at the Village Hall.
- **New Trustee Orientation** – Staff held an onboarding session for our two new Trustees on Monday afternoon. Looking forward to working with both of them over the next few years.
- **Chamber Board Member** – AVM Johnson and Director Cage attended the Chamber of Commerce Member Meeting on Wednesday. The Chamber is busy planning for Restaurant Week in April.
- **IPBC Annual Meeting** – AVM Johnson attended the Village's insurance cooperative's annual meeting. Insurance costs are generally rising, employers should be ready to make changes to plans to reduce increased costs.
- **Verizon Account** – Department Heads met this week to conduct an internal audit of the Village's Verizon account.
- **LRS Contract** – AVM Johnson finalized the LRS refuse contract this week. One significant change is the Village will be billing for refuse with water bills. Residents should expect to see the first refuse charges on their May water bill.
- **Maintenance Worker I** - The Village has an opening for Maintenance Worker I. More details on the position and how to apply can be found on the Village website. <https://www.clarendonhills.us/202/Employment-Opportunities>
- **State of the Village Address** – The Chamber of Commerce is sponsoring the 2025 State of the Village Address, over breakfast at the Hinsdale Golf Club on April 10, 9:00 am. Guests will hear about Village accomplishments from 2024 and goals for 2025. Tickets are \$40 and are available at the Chamber of Commerce [website here](#). Ticket sales close on Tuesday, April 1, 2025.

MEMORANDUM

To: Zachery Creer, Village Manager
From: Brendan McLaughlin, Public Works Director
Date: March 21, 2025
Subject: Weekly Report

1. Branches were picked up from strong winds over the weekend.
2. Landscape islands and beds were cut back and prepped for Spring.
3. Tree trimming continued on Jane and throughout Stonegate
4. Vehicle maintenance was completed for Public Works, Police Department and Fire Department.
5. Water meter transmitters were replaced based on low battery reads.
6. Monthly water samples were completed.
7. 2 staff members attended a 3-day course on trenching and shoring safety practices.
8. Water main dig spoils were hauled to the dump.
9. Thursday morning had crews in before dawn for snow removal and salting.
10. A preconstruction meeting was held with contractors working on the outdoor dining projects that will be occurring on Park Avenue next to Wasabi and the Creperie. This work will begin on Monday, March 31st and will have that roadway segment closed during working hours. Walking access will be available to the businesses.
11. Next week is the final week to have the tree selection forms turned in for those homes eligible for planting this Spring.
12. Staff will be in on Saturday and knocking on resident doors for those who have not responded to prior requests to identify water service line material to meet Illinois EPA survey requirements. If you have been notified and have not responded or need assistance in determining material, please contact Collin Franco at 630-286-4756.



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: March 21, 2025
RE: Community Development Department Report

1. **Chamber of Commerce Meeting:** Staff attended the Chamber of Commerce meeting and provided a Village update along with the Assistant Village Manager.
2. **Pre-Construction Meeting for Parklets:** Staff attended a pre-construction meeting for the parklets project along with Public Works and the Village Engineer. Also, staff sent emails to the three associated restaurants to provide them with the notice that the work will commence at the end of the month.
3. **Code Enforcement:** The following code enforcement activities occurred this week:
 - 200 block of Woodstock, IPMC violations/ minor improvements were noted.
 - 100 block of Ann, IPMC violations/meeting set with owner to discuss violations.
 - 100 block of Walker, Sign provisions/ staff met with resident and compliance reached.
 - 30 S. block of Prospect, Sign Provisions/Staff reached out to MGT regarding the issue.
 - 100 block of Oxford, Drainage/ Assessment made and followed up with the complaining party.
 - One case closed out in Adjudication and two more heading to the hearing process.
4. **Meeting:**
Staff attended a beautification meeting at Michael Abraham's Architectural office.

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



Recent Training, Meetings and Events:

- Department head staff participated in Village Trustee orientation training at Village Hall.
- Ofc Putna completed a 40-hour Crisis Intervention training class.
- Sgt Finfrock conducted staff training with HPD at Prospect School and performed a safety drill at Walker School.
- Sgt Finfrock attended a DuPage County school mapping meeting.
- Sgt Finfrock responded to drone requests for assistance from Villa Park PD and the DuPage Sheriff's Office.
- I attended online seminar training titled "Why Law Enforcement Hires Go Bad".
- Village staff met to review the Verizon wireless account and deactivated several unnecessary lines from service.
- I attended the weekly staff meeting at Village Hall.
- The department held an FTO meeting to discuss updates to the training program.
- I attended an online seminar training on Enhancing Training Evaluations with Mentorship and Technology.

Recent incidents:

March 14, 12:08pm, Officers stopped a vehicle for a traffic violation near Chicago and Blackhawk. The operator of the vehicle did not possess a valid license to drive. They were cited for no valid license and released.

March 14, 1:40pm, store management at Jewel/Osco reported a delayed theft of liquor. Officers are working with other agencies to identify potential suspects and investigating further.

March 14, 3:10pm, officers are working with a business in town who reported a customer made a perceived threat to staff via telephone. Further investigation by business staff and officers continues.

March 15, 4:29am, a vehicle was stopped for a speeding violation on S/B Rte 83 near Ogden. The driver could not provide valid insurance and was improperly transporting liquor within the vehicle. The driver was cited for the violations and released.

March 16, 12:19am, a vehicle was stopped near Rte 83 and 55th for traveling 110 mph in a 55 mph zone. The driver was cited for Class-A misdemeanor speeding, issued a court date, and released.

March 16, 12:53, a vehicle was stopped for a lane violation while traveling on E/B Ogden Ave towards Hinsdale. The operator of the vehicle was driving with a suspended license. Citations for improper lane usage and driving while license suspended were issued and the driver released.

March 17, 4:13pm, officers responded to the business district for the report of a suspicious subject. Officers located the subject and learned there was an active warrant for the subject's arrest. The subject was transported to the DuPage County Jail.

March 17, 7:39pm, officers and the CHFD responded to a residence for a subject having a mental health crisis. The subject was transported to the hospital for further assistance.

March 18, 3:52pm, officers responded to a business for a delayed burglary report. Investigation revealed the matter was a civil dispute between parties involved.

March 20, 12:18am, Officers stopped a vehicle traveling on S/B Rte 83 for a misdemeanor speeding violation. The driver was cited, issued a court date, and released.

March 20, 8:50am, officers responded to a residence for the report of a motor vehicle theft from the garage. Investigation revealed the vehicle had been taken sometime overnight by an unknown subject. The vehicle had been parked in the garage, unlocked with the key-fob still inside. Officers did not find any indication or evidence to suggest forced entry to the garage. Timely follow-up by officers led to the location and recovery of the vehicle parked on a street in Chicago. Thanks to Chicago PD for their assistance.

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: March 20, 2025
Subject: Weekly Department Report

1. Fire Prevention Bureau Activity.
 - Five fire inspections were conducted this week.
 - One residential sprinkler system was inspected this week.
 - One new fire alarm system was installed and inspected this week.
 - Six building owners were contacted this week, and we requested service for their systems.
2. Quarter Master:
 - New computers were ordered for the apparatus.
 - New gloves arrived for members.
 - Light tower ordered for Rescue Engine.
3. Emergency Medical Services Report:
 - I'm working with Loyola EMS on upgrading the backup Ambulance.
 - IDPH inspection scheduled.
 - Crews are installing new equipment in M87
 - Staff attended the Loyola EMS Coordinator meeting.
4. Emergency Management Report:
 - The emergency siren system in the county has worked well during this last storm.
5. Du-Comm Report:
 - The Chief Operations meeting was this week.
 - All ETSB paperwork was completed in the new Starcom portable program.
 - Changes on the channel guide were sent in for uploading.
 - 911 texting is set to launch live on Monday with a vendor. Middle April is the launch range, and public education materials will be rolled out to all Du-Comm departments, providing information and links to be placed on websites and other relevant platforms.
6. Command Staff Meetings:
 - Staff met this last Wednesday to discuss our Agenda.
 - I met with The Hinsdale and Oak Brook Fire Chiefs this week.
7. Training:
 - This week, members conducted training on the Illinois Poison Control online course. No live EMS training was provided by Loyola this month.

VILLAGE OF CLARENDON HILLS PUBLIC SAFETY



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

Meetings and Events

- I attended the Department Head's weekly staff meeting.
- Staff has published the Wellness Committee introduction letter and wellness survey. Results are pending.
- Several FD members attended training with neighboring jurisdictions
- Manager Creer, FD Chiefs and I met for our weekly meeting.
- Eleven FD members submitted their intention to challenge the Lieutenant test.
- Lexipol policy implementation continues.
- Staff is attempting to schedule an in-house Company Fire Officer 40-hour training course. All current and future officers will be attending.