



# Village of Clarendon Hills

## Weekly Manager Reports

**3/28/2025**

- 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](http://www.clarendonhills.us)**

## MEMORANDUM

**To:** Village President Tech and Board of Trustees  
**From:** Mera Johnson, Assistant Village Manager /HR Director  
**Date:** March 28, 2025  
**Subject:** Weekly Report

- **Board Meeting** – The next board meeting is on Monday, April 21st, at 6:30 PM at the Village Hall.
- **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/employment>
- **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.
- **LRS Billing** – Staff met with LRS regarding transitioning basic refuse service to the Village starting April 1.
- **Capital IT Equipment Project** – Sgt. Finfrock and I met with Orbis, the Village's IT consultant, to discuss budgeted computer equipment replacements for 2025. Many machines were purchased at the beginning of the COVID-19 pandemic and are up for replacement. Staff is planning a phased approach to replacing equipment.
- **Village Hall Water Fountain & Water Bottle Project** – Crews are at Village Hall this week to replace the old water fountain with a new one that has a water bottle feature.
- **Niche Ranking** – This week Niche.com confirmed what we already know: Clarendon Hills is a very special place to live! Clarendon Hills ranked #25 as the Best Places to Live in America and only second to Naperville in Illinois. Clarendon Hills also ranked #6 as Best Places to Raise a Family in America. Thank you to our amazing community partners for making Clarendon Hills the best place to live!  
<https://www.niche.com/places-to-live/search/best-places-to-live/>
- **Chamber of Commerce Membership Drive** – The Chamber of Commerce is wrapping up its membership drive and getting ready for event season. Please consider joining the Chamber! Benefits of being a Chamber Member include welcome baskets to new residents, event sponsorship and marketing, social media assistance and coverage along with access to monthly all-member meetings. To find out more and to join, visit the Chamber [website here](#).
- **Restaurant Week** – Get your taste buds ready for Clarendon Hills' first-ever restaurant week! Restaurant Week is sponsored by the Chamber of Commerce and will be held April 23 – May 4.

## MEMORANDUM

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

### 1. Audit Update

Sikich, LLP has completed the final fieldwork phase of the CY2024 audit. On Wednesday, March 26, Assistant Finance Director Krzemkowski and I met with the auditor for the exit conference. The final audit report is scheduled to be presented to the Village Board at the June meeting. I will continue to provide updates as the audit progresses.

### 2. LRS Waste Management Billing Transition

On Thursday, Fiscal Assistant Chandler, Assistant Village Manager Johnson, and I met with representatives from LRS Waste Management Services to address questions regarding the transition of refuse and recycling charges to the utility bill, replacing direct billing from LRS. These charges will first appear on the May utility bill, which is due on May 25.

### 3. Upcoming Board Meeting & Claims Register

The next Board meeting is scheduled for Monday, April 21st. 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:** March 28, 2025  
**Subject:** Weekly Report

1. Crews completed repairs to an 18" storm sewer on Burlington Ave.
2. Numerous branches were picked up following the high winds.
3. Tree trimming in the Stonegate area continued, along with tree removals.
4. Staff evaluated and marked trees for removal this week.
5. EPA monthly water samples were collected.
6. Minor building maintenance was completed.
7. Arco Plumbing installed a new ADA compliant water fountain at the Village Hall.
8. Crews continued replacing water meter transmitters.
9. Spoils from infrastructure repairs were hauled to the dump.
10. Contractors will begin working on the outdoor dining projects on Park Avenue next to Wasabi and the Creperie. This work will begin on Monday, March 31<sup>st</sup> and will have that roadway segment closed during working hours. Walking access will be available to the businesses.



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 28, 2025  
RE: Community Development Department Report

1. **Meeting:** Staff met with a developer/builder who has made a variance application for 5740 Concord Lane. The applicant is looking to build two townhomes on the existing R-3 Multi-Family Zoned subject property and is requesting both a front yard and a rear yard setback variance. The variance requests will be heard at a public hearing before the ZBA/PC at their May 1, 2025, regular meeting.
2. **Out of Office:** Staff will be out of the office from March 31<sup>st</sup> through April 4<sup>th</sup>.
3. **Property Owner Meeting:** Staff along with Code Enforcement Staff met with the property owner at their properties on the 100 block of Ann Street. This was in reference to some recent code enforcement correspondence and to verify issues in the field, that need to be addressed from a code standpoint.
4. **EDC Meeting:** The next regular EDC meeting is scheduled for April 10, 2025, at 7pm.

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



**Recent Training, Meetings and Events:**

- Officers attended online seminar training on Katrina's Law regarding domestic violence procedure.
- Sergeant Finfrock along with officers from HPD and BRPD conducted safety training at Elm School.
- Staff worked with AVM Johnson on VOCH computer replacement program.
- I attended several Lexipol online seminar presentations for Officer Wellness Week.

**Recent incidents:**

March 21, 9:46am, officers met with a resident at their home regarding a delayed theft report. The resident believes several pieces of jewelry were taken from the home. Officers are investigating the matter.

March 22, 2:47pm, officers met at the station with the family of a subject having a mental health crisis. Officers and the CHFD responded to the subject's residence for evaluation. The subject was transported to the hospital for further assistance.

March 24, 10:35am, officers spoke with a resident at the station regarding an identity theft report. The victim reported someone had opened a credit card and rented a vehicle using their identity. Further investigation is pending.

March 24, 3:07pm, a resident came to the station regarding a fraud report. The victim had been alerted to an unknown subject being on their IRS tax forms. Identity theft resources were provided with further investigation.

March 24, 3:14pm, officers met with a resident at their multi-unit residence building for a theft report. The victim had a package delivered to the vestibule that ended up being taken by an unknown subject.

March 25, 11:00am, a business called to report two license plates were missing their files and unaccounted for. Officers are investigating further.

March 26, 2:22pm, a vehicle was stopped for traveling on Ogden Ave with a registration violation. The operator of the vehicle was unable to provide proof of a valid license or insurance for the vehicle. The driver was cited for suspended registration, no valid license, uninsured motor vehicle and released. The vehicle was towed from the scene.

March 27, 10:17am, a business owner reported a customer purchased goods with fraudulent credit card information. Officers are looking into a potential suspect and investigating further.

**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 28, 2025  
**Subject:** Weekly Department Report

1. Fire Prevention Bureau Activity.
  - Five fire inspections were conducted this week.
  - One commercial sprinkler system was inspected this week.
  - Two building owners were contacted this week, and we requested service for their systems.
  - We are collaborating with the Girl Scout Troop to arrange our annual visit.
2. Quarter Master:
  - Items were received this week for members.
3. Emergency Medical Services Report:
  - I'm working with Loyola EMS on upgrading the backup Ambulance.
  - IDPH inspected both ambulances this week.
  - Crews worked hard to get M87 ready for IDPH inspection.
4. Emergency Management Report:
  - Nothing to report this week.
  - Lexipol policies continue to be updated.
5. Du-Comm Report:
  - A ticket was placed to follow up on a programming issue.
  - I spoke with the Fire Focus group about our new portable radios.
6. Command Staff Meetings:
  - Staff met this last Thursday to discuss our Agenda status.
  - No news this week on sharing services with Westmont FD.
7. Training:
  - This week, eight members conducted training on the operation and use of MSA SCBA units, as well as the proper wearing of PPE.
8. Station Maintenance: Our vendor performed plumbing work to the Men's shower without incident.

ACS FINANCIAL SYSTEM  
03/28/2025 11:23:24

Claims Register

VILLAGE OF CLARENDON HILLS  
GL050S-V08.22 COVERPAGE  
GL540R

Report Selection:

RUN GROUP... 032825 COMMENT... ALTORFER INDUSTRIES

DATA-JE-ID DATA COMMENT

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D-03282025-906 ALTORFER INDUSTRIES

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
2025	ALTORFER INDUSTRIES, INC	68860						
	2025 CAT SKIDSTEER	29,305.05	MACHINERY & EQUIP	20.590.4430	03/25/2025	906	00002	
	2025 CAT SKIDSTEER	54,423.67	MACHINERY & EQUIP	65.590.4430	03/25/2025	906	00001	
		83,728.72	*TOTAL					
		83,728.72	**CLAIMS TOTAL					

ACS FINANCIAL SYSTEM  
03/28/2025 11:23:24

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:		83,728.72						

RECORDS PRINTED - 000002

ACS FINANCIAL SYSTEM  
03/28/2025 11:23:24

Claims Register

VILLAGE OF CLARENDRON HILLS  
GL060S-V08.22 RECAPPAGE  
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
20	WATER FUND	29,305.05
65	CAPITAL PROJECTS/IMPROVEMENT	54,423.67
TOTAL ALL FUNDS		83,728.72

BANK RECAP:

BANK	NAME	DISBURSEMENTS
	CLARENDRON HILLS BANK	83,728.72
TOTAL ALL BANKS		83,728.72

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

DATE ..... APPROVED BY .....  
.....  
.....