



Village of Clarendon Hills Weekly Manager Reports

4/4/2025

- ✓ **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: April 4, 2025
Subject: Weekly Report

- **Board Meeting** – The next board meeting is Monday, April 21st, at 6:30 PM at the Village Hall.
- **Maintenance Worker I** – Interviews for the vacant Maintenance Worker position were conducted today.
- **DMMC-** I virtually attended the monthly DuPage Manager's Meeting
- **GIS Consultant-** AVM Johnson and I did an annual check-in with the Village's GIS consultant.
- **Retirement** – Congratulations to Dave Pendill on his retirement from the Village's Public Works Department. Dave was with the Village for 34 years and 10 months! Thank you, Dave!
- **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: April 4, 2025
Subject: Department Report

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)

MEMORANDUM

To: Zachery Creer, Village Manager
From: Brendan McLaughlin, Public Works Director
Date: April 4, 2025
Subject: Weekly Report

1. Work started on the outdoor dining project in the Downtown. Electrical work was completed to reroute electric lines for the decorative lighting on Park Avenue. Sawcutting was started to allow for sidewalk and pavement removal next week. While the saws were in town, they began some prep work on Chicago Avenue near Norfolk for that project, which will start in earnest after school is out in June.
2. A number of storm sewer grates and culverts were cleaned out after being filled with debris during the heavy rains on Wednesday. There was some minor flooding that took place as a result. With the debris removal, the water should now flow freely.
3. The Spring tree planting list was provided to the nursery and the planting contractor in addition to their schedules. We are awaiting a tentative date for planting, which is weather dependent.
4. Crews performed tree removals and stump grinding. Work will begin on restoring all the stump locations in town in the next couple of weeks.
5. All three plows were taken for their annual safety inspections and certifications.
6. Water meters were read on the first of the month.
7. JULIE locates were performed throughout the week.
8. Minor building maintenance was completed.
9. Our contractor cleaned and inspected the last portion of storm sewer below the Hinsdale Golf Course that has not been lined. We are trying to determine if the condition of the pipe can accept a lining or if other repairs or pipe replacement is needed.
10. Monthly EPA reports were completed and submitted.
11. Water meter transmitters were replaced based on low battery reads.
12. Water main dig spoils were hauled to the dump. Wood chips were hauled for recycling.
13. We celebrated the retirement of Dave Pendill and wish to thank him for his three decades of service to the Village and its residents.



To: Village Manager Creer
From: Chief E. Leinweber
Date: April 4, 2025
Subject: Weekly Activity Report



Recent Training, Meetings and Events:

- Officer Franchetti attended training to become a certified ALICE instructor. **Alert, Lockdown, Inform, Counter & Evacuate** is a research-based approach to active shooter response in schools.
- Sergeant Finrock attended a police database configuration session at DuPage County.
- Sergeant Finrock participated in an online public safety UAS (drone) review session.
- Public Safety Director Dalen and I attended the annual two-day ILEAS conference in Springfield, IL.
- I attended the monthly Chief's networking breakfast in Hinsdale along with several local Police Chiefs and DuPage County S/A Bob Berlin.

Recent incidents:

March 28, 3:40pm, a subject came to the police station for a domestic issue regarding a custody agreement. Officers determined the matter was civil in nature and provided assistance as needed.

March 29, 4:08pm, officers met with a subject at the police station for a threat report. The subject was provided with a police report and information on how to apply for an order of protection.

March 31, 5:25am, a vehicle was stopped for a speeding violation while traveling on Ogden Ave near Middaugh. Officers learned the operator of the vehicle did not have a valid license to drive. The driver was cited for speeding, no valid license and released.

March 31, 11:29am, officers met with a resident regarding an identity theft report. The resident received notification of an unemployment benefit claim fraudulently filed in their name. Identity theft resources were provided, and a report was filed for follow-up.

April 2, 10:44pm, a vehicle was stopped on Rte 83 near 55th St for having suspended registration. Officers learned the operator of the vehicle also had a suspended driver's license. Citations for operating a motor vehicle with suspended registration and driving while license suspended were issued and the driver was released.

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: April 3, 2025
Subject: Weekly Department Report

Fire Prevention Bureau Activity.

- Three fire inspections were conducted this week.
- One commercial sprinkler system was inspected this week.
- We are working with a Pre-K school on a Public Education visit.

Quarter Master:

- Items were received this week for members.
- Gas meter sent in for service.

Emergency Medical Services Report:

- The crew performed a monthly drug check.
- Medications were obtained for the second ambulance.

Emergency Management Report:

- Nothing to report this week.

Du-Comm Report:

- Command Zone came out to make repairs to our station alerting system. Two components were replaced, and the system was fixed.
- I spoke with the Fire Focus group about our new portable radios.

Command Staff Meetings:

- Staff met this last Wednesday to discuss our Agenda status.
- No news this week on sharing services with Westmont FD.

Training:

- This week, ten members conducted training in the operation and use of auto-extrication equipment and set items up in stations.
- 19 members completed a driving-confidence course last weekend with our vehicles.

Staffing

- We are working very closely with the Human Relations Director and have up to Seven people in our hiring process. Individuals are completing the onboarding process and EMS affiliations.
- Command Staff meets weekly to discuss individuals' progress and readiness for our orientation process to get them onto our monthly schedule.

Vehicle Maintenance: The 2012 Ford Expedition received new struts for the rear suspension.

VILLAGE OF CLARENDON HILLS PUBLIC SAFETY

DATE: April 4, 2025
To: Village Manager Creer
From: P. Dalen, Public Safety Director
Subject: Weekly Activity Report



Meetings and Events

- Staff is finalizing the dates for the local Fire Officer training class. This class is mandatory for all current and future fire officers.
- I attended the ILEAS conference this past week. ILEAS response, event planning, street takeover mitigation, and mental health were among the topics covered.
- Manager Creer, fire administration and I met for our weekly meeting.
- Lexipol policy implementation continues.
- I attended the weekly staff meeting.

ACS FINANCIAL SYSTEM
04/03/2025 14:29:06

Claims Register

VILLAGE OF CLARENDON HILLS
GL050S-V08.22 COVERPAGE
GL540R

Report Selection:

RUN GROUP... 040725 COMMENT... CLAIMS 4.4.25

DATA-JE-ID	DATA COMMENT
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M-04072025-971 MANUALS WEEK OF 4.4.25

Run Instructions:

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

Claims Register
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CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P ID LINE
2025							
	COMED	15277					
	0 N OGDEN LITE	2,141.17	UTILITIES	10.541.4235	0NOgdenLite040		971 00001
	NICOR GAS	60720					
	1 N PROSPECT	276.77	UTILITIES	01.514.4235	1NPROSPECT0407		971 00002
	212 BURLINGTON	155.62	UTILITIES	01.546.4235	212Burlington		971 00003
	261 ANN	264.83	UTILITIES	20.560.4235	261ANN040725		971 00004
	316 PARK	639.37	UTILITIES	01.534.4235	316Park040825		971 00005
	448 PARK	865.18	UTILITIES	01.523.4235	448Park040725		971 00006
	452 PARK	936.27	UTILITIES	01.546.4235	452PARK040725		971 00007
	5506 VIRGINIA	61.03	UTILITIES	01.514.4235	5506Virginia03		971 00008
		3,199.07	*TOTAL				
		5,340.24	**CLAIMS TOTAL				

Claims Register
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CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P ID LINE
REPORT TOTALS:		5,340.24					

RECORDS PRINTED - 000008

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
----	-----	
01	GENERAL FUND	2,934.24
10	MOTOR FUEL TAX FUND	2,141.17
20	WATER FUND	264.83
TOTAL ALL FUNDS		5,340.24

BANK RECAP:

BANK	NAME	DISBURSEMENTS
----	-----	
BANK	CLARENDON HILLS BANK	5,340.24
TOTAL ALL BANKS		5,340.24

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

DATE	APPROVED BY
		
		

ACS FINANCIAL SYSTEM
04/02/2025 14:24:39

Claims Register

VILLAGE OF CLARENDON HILLS
GL050S-V08.22 COVERPAGE
GL540R

Report Selection:

RUN GROUP... 250120 COMMENT... IPBC APRIL

DATA-JE-ID	DATA COMMENT
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M-04012025-925 IPBC APRIL

Run Instructions:

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

Claims Register
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CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P	ID	LINE
INTERGOVERNMENTAL PERSON	42399								
	LIBRARY HEALTH/LIFE INS	3,318.33	DUE FROM CH LIBRARY	01.000.1340				925	00009
	LIBRARY DENTAL INS	181.40	DUE FROM CH LIBRARY	01.000.1340				925	00019
	RETIREE HEALTH INS	659.07	RETIREE/COBRA INSURANCE	01.000.1375				925	00010
	RETIREE DENTAL INS	494.40	RETIREE/COBRA INSURANCE	01.000.1375				925	00020
	SUPPLEMENTAL LIFE INS	148.45	EMPLOYEE SUPP. INS. CONT	01.000.2031				925	00024
	WEX & COMPSYCH FEES	230.61	EMPLOYEE HEALTH & SAFETY	01.510.4115				925	00023
	HEALTH/LIFE INSURANCE	4,676.37	HEALTH/DENTAL INSURANCE	01.510.4120				925	00001
	DENTAL INSURANCE	260.25	HEALTH/DENTAL INSURANCE	01.510.4120				925	00012
	HEALTH/LIFE INSURANCE	4,481.71	HEALTH/DENTAL INSURANCE	01.512.4120				925	00002
	DENTAL INSURANCE	192.78	HEALTH/DENTAL INSURANCE	01.512.4120				925	00013
	PSEBA	2,130.43	PSEBA	01.520.4117				925	00004
	HEALTH/LIFE INSURANCE	20,463.05	HEALTH/DENTAL INSURANCE	01.520.4120				925	00003
	DENTAL INSURANCE	988.81	HEALTH/DENTAL INSURANCE	01.520.4120				925	00014
	HEALTH/LIFE INSURANCE	4,492.00	HEALTH/DENTAL INSURANCE	01.530.4120				925	00005
	DENTAL INSURANCE	106.03	HEALTH/DENTAL INSURANCE	01.530.4120				925	00015
	HEALTH/LIFE INSURANCE	7,569.84	HEALTH/DENTAL INSURANCE	01.540.4120				925	00006
	DENTAL INSURANCE	418.15	HEALTH/DENTAL INSURANCE	01.540.4120				925	00016
	HEALTH/LIFE INSURANCE	4,375.88	HEALTH/DENTAL INSURANCE	01.550.4120				925	00007
	DENTAL INSURANCE	183.14	HEALTH/DENTAL INSURANCE	01.550.4120				925	00017
	HEALTH/LIFE INSURANCE	3,375.30	HEALTH/DENTAL INSURANCE	20.560.4120				925	00008
	DENTAL INSURANCE	165.27	HEALTH/DENTAL INSURANCE	20.560.4120				925	00018
	RETIREE HEALTH INS	2,788.11	RETIREE/COBRA INSURANCE	71.000.1375				925	00011
	RETIREE DENTAL INS	192.78	RETIREE/COBRA INSURANCE	71.000.1375				925	00021
	RETIREE DENTAL INS	96.39	RETIREE/COBRA INSURANCE	72.000.1375				925	00022
		61,988.55	*TOTAL						
		61,988.55	**CLAIMS TOTAL						

Claims Register
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CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P ID LINE
REPORT TOTALS:		61,988.55					

RECORDS PRINTED - 000024

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
----	-----	
01	GENERAL FUND	55,370.70
20	WATER FUND	3,540.57
71	POLICE PENSION FUND	2,980.89
72	FIREMEN PENSION FUND	96.39
TOTAL ALL FUNDS		61,988.55

BANK RECAP:

BANK	NAME	DISBURSEMENTS
----	-----	
BANK	CLARENDON HILLS BANK	61,988.55
TOTAL ALL BANKS		61,988.55

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

DATE	APPROVED BY
		
		