



Village of Clarendon Hills Weekly Manager Reports

4/11/2025

- ✓ **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 11, 2025
Subject: Weekly Report

- **Board Meeting** – The next board meeting is Monday, April 21st, at 6:30 PM at the Village Hall.
- **State of the Village** – The Chamber of Commerce hosted the State of the Village event on Thursday. Approximately 50 people were in attendance, President Tech highlighted key accomplishments and outlined major projects slated for the next year. Follow-up discussions will be had at the April 21st, Board Meeting.



- **IAMMA Conference** - AVM Johnson is at the IAMMA Conference today. IAMMA is the state organization for Illinois Municipal Assistant Managers. Topics on the agenda include Downtown revitalization, GIS, Employee Discipline and Benefit Trends.
- **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 11, 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 11, 2025
Subject: Weekly Report

1. Work continued on the outdoor dining project in the Downtown. Concrete removals were performed at both locations. Curb was poured at Thassos Restaurant. Next week we plan to pour the sidewalk and apron at Thassos. A sidewalk was left in place on Park Avenue to access The Creperie over the weekend. Next week we will pour concrete curbs on Park Avenue and then move to pouring the sidewalk and dining areas at Wasabi and The Creperie. Access to The Creperie will have a temporary stone sidewalk and shift directions as the different segments of concrete are poured.
2. The first phase of tree planting will occur on Monday next week. The nursery still needs to harvest some of the trees, which is dependent on the weather. A second planting will be scheduled. For those receiving trees on Monday, we ask that you help with watering throughout the first year as the trees become acclimated to their new environment.
3. Crews replaced sidewalks in Blackhawk Heights that were removed over the winter to repair broken water main.
4. Damaged signs were replaced.
5. Old tires were taken to a recycling event sponsored by DuPage County.
6. Work has begun on restoring all the stump hole locations.
7. Large tree trimming was performed by a contractor this week.
8. Water samples were collected and taken to the lab for testing.
9. JULIE locates were performed throughout the week.
10. Water meter transmitters were replaced based on low battery reads.

MEMORANDUM

TO: Zach Creer, Village Manager
FROM: Ed Cage, AICP, Community Development Director
DATE: April 11, 2025
RE: Community Development Department Report

1. **Meeting:** Staff attended the State of the Financial & Economic Report Address by President Tech.
2. **Code Enforcement:** The following code enforcement activities occurred this week:
 - 264 Coe Rd, heading to Administrative Adjudication in April.
 - 126 S. Prospect Ave, working without a permit, driveway and steps, violation notice sent.
 - 112 Tuttle Ave, working without a permit, lawn sprinkler installation, violation notice sent.
 - 79 Norfolk, accessory structure in need of repair, violation notice sent.
 - 408 Western, working without a permit on multiple issues, violation notice sent.
3. **EDC Meeting:** The EDC held their regular quarterly meeting on 4/10/2025 with a prospective new member in the audience. Currently, the EDC has only four members and is required by code to have a total of five active members.
4. **Meeting:** Staff met virtually with a prospective new retail business operator for the former "I Want Candy" store.
5. **Outdoor Dining:** Staff continue to reach out to businesses that are working on their outdoor dining applications & materials and more information is coming in prior to the next Village Board meeting.

To: Village Manager Creer
From: Chief E. Leinweber
Date: April 11, 2025
Subject: Weekly Activity Report



Recent Training, Meetings and Events:

- CHPD participated in the annual "Stuff the Squad" events at Walker School, Prospect School and CHMS.
- Detective Pech held a presentation on Elderly Crime Prevention at the Clarendon Hills Park District.
- Sergeant Michalek and Detective Pech attended a two-day course on Financial Crimes & Cryptocurrency hosted at CHPD.
- I attended the IRMA Police Chiefs Steering Committee meeting at Oak Brook PD. Topics of discussion focused on pursuit policy and liability.
- I attended the monthly Chiefs Operations Steering Committee at DuComm.
- I attended the State of the Village Address presented by President Tech hosted at the Hinsdale Golf Club.

Recent incidents:

April 4, 5:07pm, store management at the Jewel/Osco reported a retail theft that just occurred. A subject was observed attempting to leave the store with a large amount of liquor without paying but had second thoughts after being observed by store staff. The subject proceeded to take a handheld shopping basket instead. Prosecution declined for the theft of the basket.

April 6, 5:11am, officers observed a vehicle travelling at a very high rate of speed on Ogden Ave near Woodstock. Upon stopping the vehicle, the driver exhibited indicia of alcohol intoxication. The driver was taken into custody and charged with DUI alcohol, resisting a police officer, driving while license suspended, misdemeanor speeding 35mph and over the posted limit, possession of open alcohol by a driver, and operating an uninsured motor vehicle. The vehicle was towed and submitted for seizure.

April 8, 12:18pm, officers took an alleged petty theft report of bakery goods that were left in the common hallway of a multi-unit condo building. The matter is being investigated.

April 8, 1:06pm, a subject turned themselves in at the PD on a warrant for identity theft charges that occurred in Clarendon Hills. The subject was served with the charges, issued a court date, and released.

April 8, 9:21pm, the operator of a vehicle traveling on Ogden Ave near Woodstock was stopped and cited for a misdemeanor speeding violation. A court date was issued.

April 10, 7:41pm, officers stopped the operator a vehicle traveling on Ogden Ave near Oxford for driving with a suspended license. The driver was cited and released with a court date.

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 10, 2025
Subject: Weekly Department Report

Fire Prevention Bureau Activity.

- Six fire inspections were conducted this week.
- I met with two building managers this week.
- I completed a fire alarm project at Village Hall.

Quarter Master:

- We calibrated three gas meters this week.
- Gas meter sent in for service.
- Uniform items ordered for an employee.

Emergency Medical Services Report:

- Items were ordered for jump bags.
- EMS CE was re-scheduled this week in favor of valuable fire training with Hinsdale FD.

Emergency Management Report:

- Nothing to report this week.

Du-Comm Report:

- Command Zone came out to repair our station alerting system. Two components were replaced, and the system required parts to be ordered.
- Text 911 is now available in Clarendon Hills, and the Information about the system is on the website.
- DuComm Chiefs meeting was this week.

Command Staff Meetings:

- Staff met last Wednesday to discuss the status of our agenda.
- MABAS Division 10 meeting this week.
- Officers meeting Wednesday night.

Training:

- This week, ten members participated in fire rescue searches with the Hinsdale FD on Wednesday night. Shifts during the week also included participation in multiple companies in the same drill. It was a great drill Hinsdale FD put together. Members were searching in zero visibility and performing rescues on training fire victims.
- Company Officer Training will start on Saturday so that our members can improve their fire training at the officer's level

New Employees:

- We are working closely with HR to continue hiring several employees coming to the end of their hiring process. Having six to seven new employees to move through our process can take a lot of time.
- We will place a workflow to ensure a more efficient process to get these employees started sooner.
- We are approaching summer, and that's usually our most demanding scheduling of the year.



VILLAGE OF CLARENDON HILLS PUBLIC SAFETY

DATE: April 11, 2025
To: Village Manager Creer
From: P. Dalen, Public Safety Director
Subject: Weekly Activity Report



Meetings and Events

- The fire officer training class starts this Saturday with an orientation session. The class will conclude June 22nd.
- I attended the officer meeting at the fire department.
- Manager Creer, fire administration, and I met for our weekly meeting.
- Lexipol policy implementation continues.
- I attended the weekly staff meeting.

ACS FINANCIAL SYSTEM
04/11/2025 10:09:38

Claims Register

VILLAGE OF CLARENDON HILLS
GL050S-V08.22 COVERPAGE
GL540R

Report Selection:

RUN GROUP... 041125 COMMENT... CHASE 041125

DATA-JE-ID	DATA COMMENT
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M-04112025-037 CHASE 04.11.25

Run Instructions:

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

Claims Register

CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P ID LINE
CHASE CARD SERVICES	23325						
	ICLOUD STORAGE FOR ROGER	2.99	TELEPHONE	01.530.4212	20250322-0962		037 00004
	FDIC CONFERENCE FOR DELI	120.00	CONFERENCES/TRAINING/MEE	01.530.4291	20250322-0962		037 00003
	HAZMAT TRAINING FOR MIKE	375.00	CONFERENCES/TRAINING/MEE	01.531.4291	20250322-0962		037 00002
	PAINTING FIRE HELMET FOR	315.00	UNIFORMS/CLOTHING/EQUIPM	01.531.4317	20250322-0962		037 00001
	AMAZON - PENDILL RETIREM	40.72	EMPLOYEE RELATIONS	01.500.4290	3/22/2025		037 00066
	AMAZON -PENDILL CAKE TOP	34.22	EMPLOYEE RELATIONS	01.500.4290	3/22/2025		037 00067
	AMAZON - GIFT BOXES FOR	19.99	EMPLOYEE RELATIONS	01.500.4290	3/22/2025		037 00068
	AMAZON - NAME PLATES FOR	40.96	MINOR TOOLS & EQUIP	01.500.4322	3/22/2025		037 00065
	BANNERBUZZ - PLANTING PA	57.89	OPERATING SUPPLIES	01.505.4318	3/22/2025		037 00063
	BANNERBUZZ - PLANTING PA	9.99	OPERATING SUPPLIES	01.505.4318	3/22/2025		037 00064
	ILLINOIS CITY COUNTY - I	35.00	CONFERENCES/TRAINING/MEE	01.510.4291	3/22/2025		037 00062
	AMAZON - WATER FOR MEETI	39.92	OPERATING SUPPLIES	01.510.4318	3/22/2025		037 00061
	AMAZON - SIDE TABLE FOR	35.79	MINOR TOOLS & EQUIP	01.510.4322	3/22/2025		037 00059
	AMAZON - LOWER LEVEL C	1,018.24	MINOR TOOLS & EQUIP	01.510.4322	3/22/2025		037 00060
	CYBERLYNK	41.94	OTHER PROFESSIONAL SERVI	01.513.4207	3/22/2025		037 00056
	SANGOMA	413.37	OTHER PROFESSIONAL SERVI	01.513.4207	3/22/2025		037 00057
	HUMBLEFAX	10.00	OTHER PROFESSIONAL SERVI	01.513.4207	3/22/2025		037 00058
	BALES HARDWARE - STAIN	25.99	MAINTENANCE BUILDINGS	01.514.4262	3/22/2025		037 00050
	THE HOME DEPOT - VH LL C	95.96	MAINTENANCE BUILDINGS	01.514.4262	3/22/2025		037 00051
	HOMEDEPOT.COM - VH LL CO	343.68	MAINTENANCE BUILDINGS	01.514.4262	3/22/2025		037 00052
	THE HOME DEPOT - PAINT S	47.92	MAINTENANCE BUILDINGS	01.514.4262	3/22/2025		037 00053
	THE HOME DEPOT - VH ATTI	29.43	MAINTENANCE BUILDINGS	01.514.4262	3/22/2025		037 00054
	THE HOME DEPOT - VH CASI	12.40	MAINTENANCE BUILDINGS	01.514.4262	3/22/2025		037 00055
	BALES - LANDSCAPE PINS	14.99	MAINTENANCE LAND	01.514.4266	3/22/2025		037 00029
	NAPA - TAHOE #385 PD SER	13.64	VEHICLE SUPPLIES	01.521.4604	3/22/2025		037 00048
	NAPA - PD TAHOE SERPENTI	30.54	VEHICLE SUPPLIES	01.521.4604	3/22/2025		037 00049
	BADGEFRAME - FD FENNEL R	193.40	MEMBERSHIPS & SUBSCRIPTI	01.530.4292	3/22/2025		037 00047
	THE HOME DEPOT - LIGHT F	13.88	O & M SUPPLIES-BUILDING	01.534.4320	3/22/2025		037 00046
	BALES HARDWARE - FENCE C	21.93	OPERATING SUPPLIES	01.540.4318	3/22/2025		037 00042
	BALES HARDWARE - EAR PLU	8.26	OPERATING SUPPLIES	01.540.4318	3/22/2025		037 00043
	BALES HARDWARE - PAINT B	14.99	OPERATING SUPPLIES	01.540.4318	3/22/2025		037 00044
	AMAZON - WORK GLOVES	38.97	OPERATING SUPPLIES	01.540.4318	3/22/2025		037 00045
	THE HOME DEPOT - CABLE C	48.57	MINOR TOOLS & EQUIP	01.540.4322	3/22/2025		037 00040
	BALES HARDWARE - HOLE SA	43.99	MINOR TOOLS & EQUIP	01.540.4322	3/22/2025		037 00041
	AMAZON -TRAILER HITCH	23.84	VEHICLE SUPPLIES	01.540.4604	3/22/2025		037 00038
	NAPA- #2 MIRROR	137.20	VEHICLE SUPPLIES	01.540.4604	3/22/2025		037 00039
	THE HOME DEPOT - VH CASI	5.97	MAINTENANCE BUILDINGS	01.546.4262	3/22/2025		037 00036
	AMAZON - LIGHT BULBS	18.49	MAINTENANCE BUILDINGS	01.546.4262	3/22/2025		037 00037
	AMAZON - CLEANER	38.86	OPERATING SUPPLIES	01.546.4318	3/22/2025		037 00032
	AMAZON - TP/TOWELS	34.73	OPERATING SUPPLIES	01.546.4318	3/22/2025		037 00033
	AMAZON - HAND CLEANER	74.96	OPERATING SUPPLIES	01.546.4318	3/22/2025		037 00034
	AMAZON - PAPER TOWELS	32.98	OPERATING SUPPLIES	01.546.4318	3/22/2025		037 00035
	FLIGHT / TRAVEL FOR CONF	386.96	CONFERENCES/TRAINING/MEE	01.550.4291	3/22/2025		037 00016
	INT'L CODE COUNCIL INC -	170.00	CONFERENCES/TRAINING/MEE	01.550.4291	3/22/2025		037 00031
	SQ MM SURVEYING CO -316	4,900.00	OTHER PROFESSIONAL SERVI	08.590.4207	3/22/2025		037 00030
	THE HOME DEPOT - VH CASI	5.97	MAINTENANCE BUILDINGS	20.560.4262	3/22/2025		037 00027
	AMAZON - LIGHT BULBS	18.49	MAINTENANCE BUILDINGS	20.560.4262	3/22/2025		037 00028

Claims Register

CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P ID LINE
CHASE CARD SERVICES	23325						
	BALES HARDWARE	71.77	OPERATING SUPPLIES	20.560.4318	3/22/2025		037 00020
	THE HOME DEPOT - PLYWOOD	97.44	OPERATING SUPPLIES	20.560.4318	3/22/2025		037 00021
	AMAZON - WORK GLOVES	38.97	OPERATING SUPPLIES	20.560.4318	3/22/2025		037 00022
	AMAZON - CLEANER	38.85	OPERATING SUPPLIES	20.560.4318	3/22/2025		037 00023
	AMAZON - TP/TOWELS	34.73	OPERATING SUPPLIES	20.560.4318	3/22/2025		037 00024
	AMAZON - HAND CLEANER	74.96	OPERATING SUPPLIES	20.560.4318	3/22/2025		037 00025
	AMAZON - PAPER TOWELS	32.98	OPERATING SUPPLIES	20.560.4318	3/22/2025		037 00026
	BALES HARDWARE - BLEACH	23.96	VEHICLE SUPPLIES	20.560.4604	3/22/2025		037 00017
	AMAZON - TRAILER HITCH	12.84	VEHICLE SUPPLIES	20.560.4604	3/22/2025		037 00018
	NAPA - #2 MIRROR	73.88	VEHICLE SUPPLIES	20.560.4604	3/22/2025		037 00019
	AMC ONLINE - PERSONAL CH	58.91	REIMBURSEMENTS	01.369.3699	32220025		037 00069
	SQ-CLARENDON HILLS CHAM	40.00	CONFERENCES/TRAINING/MEE	01.500.4291	32220025		037 00078
	JIMMY JOHNS -NEW TRUSTE	78.65	CONFERENCES/TRAINING/MEE	01.500.4291	32220025		037 00080
	SQ-CLARENDON HILLS CHAMB	80.00	CONFERENCES/TRAINING/MEE	01.510.4291	32220025		037 00071
	SQ-CLAREDON HILLS CHAMB	40.00	CONFERENCES/TRAINING/MEE	01.512.4291	32220025		037 00075
	GFOA DUES	170.00	MEMBERSHIPS & SUBSCRIPTI	01.512.4292	32220025		037 00070
	PAX 8	1,568.30	OTHER PROFESSIONAL SERVI	01.513.4207	32220025		037 00079
	ALICE 4009 TRAINING	749.00	CONFERENCES/TRAINING/MEE	01.521.4291	32220025		037 00014
	J HARRIS 4003 ROAD SGT T	194.22	CONFERENCES/TRAINING/MEE	01.521.4291	32220025		037 00015
	SQ-CLARENDON HILLS CHAMB	40.00	CONFERENCES/TRAINING/MEE	01.521.4291	32220025		037 00073
	LANGUAGE LINE CHPC250011	39.60	MEMBERSHIPS & SUBSCRIPTI	01.521.4292	32220025		037 00013
	AMAZON 4011 TASER HOLSTE	62.04	UNIFORMS/CLOTHING/EQUIPM	01.521.4317	32220025		037 00011
	AMAZON 4011 ICE CLEATS	24.94	UNIFORMS/CLOTHING/EQUIPM	01.521.4317	32220025		037 00012
	CHICK-FIL-A CHPC2500093	21.18	OPERATING SUPPLIES	01.521.4318	32220025		037 00010
	ILLINOIS TOLLWAY	9.66	CONTRACT LABOR-VEHICLES	01.521.4602	32220025		037 00009
	CERTIFIED LETTER CHPC250	9.68	POSTAGE	01.522.4211	32220025		037 00008
	I PHONE CHARGER FRONT DE	20.98	MINOR TOOLS & EQUIP	01.522.4322	32220025		037 00006
	AMAZON EXIT SIGN BATTERI	37.98	MINOR TOOLS & EQUIP	01.522.4322	32220025		037 00007
	SQ-CLARENDON HILLS CHAMB	40.00	CONFERENCES/TRAINING/MEE	01.530.4291	32220025		037 00072
	SQ-CLARENDON HILLS CHAM	40.00	CONFERENCES/TRAINING/MEE	01.530.4291	32220025		037 00077
	SQ-CLARENDON HILLS CHAM	40.00	CONFERENCES/TRAINING/MEE	01.540.4291	32220025		037 00076
	FITNESS FACTORY WORK OUT	409.00	OPERATING SUPPLIES	01.546.4318	32220025		037 00005
	SQ-CLARENDON HILLS CHAM	40.00	CONFERENCES/TRAINING/MEE	01.550.4291	32220025		037 00074
		13,772.53	*TOTAL				
		13,772.53	**CLAIMS TOTAL				

Claims Register
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CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P	ID	LINE
REPORT TOTALS:		13,772.53							

RECORDS PRINTED - 000080

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
----	-----	
01	GENERAL FUND	8,347.69
08	TIF FUND DT	4,900.00
20	WATER FUND	524.84
TOTAL ALL FUNDS		13,772.53

BANK RECAP:

BANK	NAME	DISBURSEMENTS
----	-----	
BANK	CLARENDON HILLS BANK	13,772.53
TOTAL ALL BANKS		13,772.53

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

DATE	APPROVED BY
		
		

ACS FINANCIAL SYSTEM
04/09/2025 09:45:24

Claims Register

VILLAGE OF CLARENDON HILLS
GL050S-V08.22 COVERPAGE
GL540R

Report Selection:

RUN GROUP... 041025 COMMENT... WALDMAN ENGINEERING

DATA-JE-ID	DATA COMMENT
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D-04102025-021 WALDMAN - RETAINER

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	WALDMAN ENGINEERING CONS	99972					
	136 ANN PCA ASSESSMENT -	1,500.00	OTHER PROFESSIONAL SERVI	08.590.4207	04/07/2025		021 00001
	140 ANN PCA ASSESSMENT -	1,500.00	OTHER PROFESSIONAL SERVI	08.590.4207	04/07/2025		021 00002
	144 ANN PCA ASSESSMENT -	1,500.00	OTHER PROFESSIONAL SERVI	08.590.4207	04/07/2025		021 00003
	148 ANN PCA ASSESSMENT -	1,500.00	OTHER PROFESSIONAL SERVI	08.590.4207	04/07/2025		021 00004
		6,000.00	*TOTAL				
		6,000.00	**CLAIMS TOTAL				

Claims Register
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CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P ID LINE
REPORT TOTALS:		6,000.00					

RECORDS PRINTED - 000004

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
----	-----	
08	TIF FUND DT	6,000.00
TOTAL	ALL FUNDS	6,000.00

BANK RECAP:

BANK	NAME	DISBURSEMENTS
----	-----	
BANK	CLARENDON HILLS BANK	6,000.00
TOTAL	ALL BANKS	6,000.00

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

DATE	APPROVED BY
		
		