



# Village of Clarendon Hills

## Weekly Manager Reports

**4/18/2025**

- ü Manager's Report
- ü Finance Dept. Report
- ü Public Works Dept. Report
- ü Community Dev. Dept. Report
- ü Police Dept. Report
- ü Fire Dept. Report
- ü 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:** Zachery Creer, Village Manager  
**Date:** April 18, 2025  
**Subject:** Weekly Report

- **Board Meeting** – The next board meeting is Monday, April 21st, at 6:30 PM at the Village Hall.
- **DMMC HR Group** – AVM Johnson attended DuPage Mayors Managers Human Resources working group on Wednesday. The group discusses pending legislation, benefit trends and share policies and procedures affecting municipalities.
- **Police and Fire Actuarial Report** – Director Potempa, Asst. Director Krzemkowski and I met with the actuaries responsible for setting annual contributions to the Villages' two independent pension funds for Police and Fire. Unfortunately, the Police Pension continues to lag its investment benchmarks even after statewide consolidation of investments. The annual contribution for just 14 sworn officers is recommended at approximately \$1 million or about 60% of the amount spent on their salaries. In comparison, the well managed IMRF retirement fund (which includes office employes, building department employees and public works employees) requires contributions around 10% of annual salaries.
- **Fire Department Staffing** – AVM Johnson and Chief Godek are working on getting several applicants who are paramedics or paramedic/firefighters through the hiring process.
- **Maintenance Worker I** – An offer for the vacant Maintenance Worker I position has been made. AVM Johnson is working through the onboarding process, and the new candidate is expected to start in early May.
- **HVAC Training** – On Tuesday, Village Hall and Public Works staff participated in training for the new HVAC system.
- **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 17, 2025  
**Subject:** Department Report

### 1. Garbage Billing

On Thursday, Project Accountant Chandler and I met briefly with LRS to discuss the transition of garbage billing to the Village. As of April 1st, the Village officially began billing residents for garbage services. To date, only those who have finalized their water accounts have received a prorated garbage bill. Billing for all residents will be included in the next water bill, scheduled for distribution during the first week of May.

### 2. Claims Register

The attached Claims Register includes reissued checks that were previously uncashed and have already received prior board approval. (Please find at the end of all weekly reports)

## MEMORANDUM

**To:** Zachery Creer, Village Manager  
**From:** Brendan McLaughlin, Public Works Director  
**Date:** April 18, 2025  
**Subject:** Weekly Report

1. Work continued on the outdoor dining project in the Downtown. The Railroad Street dining area is 90% complete. All concrete has been poured and pavement work needs to be completed on the street side of the new curbs. The majority of concrete has been poured on Park Avenue. The remainder will be poured next week.
2. A number of storm sewer grates and culverts were cleaned out in advance of the rain forecast for this weekend.
3. 40 trees were planted on Monday as Phase 1 of our Spring Planting Program. The remainder of the trees will be planted when we hear from the nursery regarding availability. Crews placed mulch and water bags and watered the trees to aid in their acclimation to their new homes.
4. Time was spent cleaning up and organizing our yard as crews are scheduled to replace the roof on the salt dome next week.
5. Concrete work was performed at the Ann Street Water Station.
6. The Village's Lead Service Line Replacement Plan and our inventory spreadsheet were updated for 2025 and submitted to the Illinois EPA. Copies are posted on the Village website under the Public Works webpage.
7. Crews performed stump grinding and continued to work on restoring all the stump locations.
8. Water samples were collected and taken to the lab for testing.
9. JULIE locates were performed throughout the week.
10. Monthly EPA reports were completed and submitted.

## MEMORANDUM

TO: Zach Creer, Village Manager  
FROM: Ed Cage, AICP, Community Development Director  
DATE: April 18, 2025  
RE: Community Development Department Report

1. **Meeting:** Staff met with a developer this week who is very interested in looking at a downtown TIF development project.
2. **Code Enforcement:** The following code enforcement activities occurred this week:
  - 500 Chase, walking surfaces, Management was contacted.
  - 400 Western, Porch structural work, Staff met with resident about the permit that will be needed.
  - 100 Tuttle, retaining wall falling, Staff met with resident and notice will go out.
  - 100 55<sup>th</sup>, Fence & Retaining wall fall, Staff contacted management for the second time.
  - McDaniel's Condominiums will be seal-coating their lots soon.
  - Clarendon Commons is replacing Roofs and Eves and is permitted.
  - The Reserve Townhomes are currently replacing their fire alarm system.
  - 143 Ann, review new parking lot, new owner is making upgrades to building.
  - Tracy's Property, Staff is monitoring the grass height for another spring & summer. The owner is very responsive when the site needs to be cut.
  - 10 Gilbert, Vacant home, Staff met with resident that lives next to it.
  - Adjudication was this week, and we have a continuance until May. We are meeting with another interested party next week.
  - In general, spring is here, and people are going through clean-up from winter. With that, there are several property notices that will be going out soon.
  - Landscape companies are in full swing, grass is being cut, new mulch is going down, and spring flowers are coming up.
3. **Meeting:** Staff attended the HVAC training meeting for the new Village Hall system.
4. **Permit:** The Park District's Architect has submitted a building permit for the Lions Pool Renovation.

**To:** Village Manager Creer  
**From:** Chief E. Leinweber  
**Date:** April 18, 2025  
**Subject:** Weekly Activity Report



**Recent Training, Meetings and Events:**

- Several department members completed annual hearing testing.
- Officer Franchetti completed a forty-hour Crisis Intervention Team (CIT) training course .
- Several sworn members attended a day of handgun and rifle training at the Lemont range.
- Sergeant Michalek attended a DUI enforcement refresher class.
- Sergeant Finfrock attended the D181 Safety & Crisis meeting at the district main office.
- Sergeant Finfrock made a safety presentation to students of the Walker School RISE program.



**Recent incidents:**

April 13, 5:41am, officers stopped a vehicle traveling S/B on Rte 83 near Ogden Ave and cited the operator with driving while license suspended. The subject was issued a court date and released.

April 13, 9:48am, officers met with a resident who reported a bank check was stolen from inside their apartment at a multi-unit building. The alleged theft is being investigated further by patrol.

April 13, 3:25pm, officers assisted with a subject in a hospital gown who jumped out of a private ambulance on Ogden Ave near Rte 83 and began running through residential yards. The subject was located, and it was determined they were having a mental health crisis. The subject was transported to the hospital by CHFD for further assistance.

April 14, 9:25am, officers met with a resident in regard to a report of identity theft. The subject had received text messages on their phone inquiring about a car loan application that they knew nothing about. A report was filed, and the victim was provided with identity theft resources.

April 14, 7:33pm, officers assisted a subject who was experiencing a mental health crisis. The subject was transported to the hospital for evaluation and further assistance.

April 14, 8:54pm, a vehicle with a registration violation was observed traveling on Ogden Ave near Coe Rd. Upon stopping the vehicle, officers determined the operator of the vehicle was driving with a suspended license. The driver was cited with improper use of registration, operation of a motor vehicle with suspended registration, driving while license suspended, and operating an uninsured motor vehicle. The vehicle was towed from the scene with the driver being issued a court date.

April 15, 9:28pm, a vehicle was observed traveling S/B on Rte 83 near 63<sup>rd</sup> St with a registration violation. The vehicle was stopped, and officers determined the operator of the vehicle was driving with a suspended license. Citations for expired registration and driving while license suspended were issued and the driver was released with a court date.

April 16, 8:06am, officers met with a subject who reported they had suffered an internet auction site scam. The subject made a wire transfer to purchase a piece of construction equipment but never received the equipment. Further investigation is pending.

**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 18, 2025  
**Subject:** Weekly Department Report

### Fire Prevention Bureau Activity.

- Five fire inspections were conducted this week.
- I met with two building managers this week.
- I assisted condominium management with a maintenance issue.
- Vegetation burns were conducted at Prospect Park on Wednesday.

### Quarter Master:

- Staff equipped members for firefighter practicals.
- Gas meter sent in for service.
- Uniforms came in for an employee.

### Emergency Medical Services Report:

- 16 members attended Loyola EMS training on EMS Communications.
- Stryker conducted the annual service on our patient moving devices.

### Emergency Management Report:

- Staff met this week, and we will reorganize the EOC to confirm that equipment is in proper working order.
- Tabletop exercises are in the process of being planned.

### Du-Comm Report:

- Command Zone came out to repair our station's alerting system. They are still trying to narrow down the problem.
- Du-Comm Chiefs meeting on Thursday reviewed CAD programming.

### Command Staff Meetings:

- Staff met last Wednesday to discuss the status of our agenda.

### Training:

- This week, members unpacked and reloaded the hoses on Engine 86.
- Company Officer Training has started, and members are moving to the online portion of the course.
- Hearing testing was conducted on Wednesday for department members.
- We are acquiring structures for fire training with the help of Builders.

- The Training Officer planned Auto Extrication training for early May.
- A fire training mannequin was purchased for rescue drills.
- Hazmat training was attended on Thursday.

New Employees:

- This week, we evaluated the status of our candidates in our hiring process.
- Several backgrounds have come back from the Police this week.
- This week, we received two new applications for Firefighter Paramedic that we are processing.

Vehicles: **Engine 86:** We will go to Cummins on Friday to resolve the emissions issue under warranty.

**Ladder 86:** Estimates returned for body work, which will be scheduled soon.

**Squad 86:** The sale of the vehicle was completed on Thursday, and the title was sent to the Buyer.

Station Maintenance: The annual HVAC inspection was on Friday.



# VILLAGE OF CLARENDON HILLS PUBLIC SAFETY

DATE: April 18, 2025

To: Village Manager Creer

From: P. Dalen, Public Safety Director

Subject: Weekly Activity Report

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## **Meetings and Events**

- Fire officer training continues.
- Manager Creer, fire administration, and I met for our weekly meeting.
- I met with Assistant Village Manager Johnson to discuss personnel issues.
- Staff is in the process of onboarding several new firefighters.
- Lexipol policy implementation continues. Close to 2/3rds of the 170 policies have been released thus far.
- I attended the weekly staff meeting.
- D.C. Krupp is finalizing a tabletop exercise for police and fire officers.
- Sgt. Michalek is working with fire staff on RTF training.

ACS FINANCIAL SYSTEM  
04/17/2025 10:24:59

Claims Register

VILLAGE OF CLARENDON HILLS  
GL050S-V08.22 COVERPAGE  
GL540R

Report Selection:

RUN GROUP... 041725 COMMENT... CHECK REISSUES

DATA-JE-ID DATA COMMENT

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D-04212025-070 CHECK REISSUES

Run Instructions:

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

CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P ID	LINE
CHICAGO TITLE AND TRUST	13897							
TITLE COMMITMENT FEE		2,000.00	OTHER PROFESSIONAL SERVI	01.550.4207	CCHI2405477LD-		070	00003
ENGINEERING ENTERPRISES,	23800							
WELL 7 ABANDONMENT		1,407.00	OTHER PROFESSIONAL SERVI	20.590.4207	82132		070	00004
ERIC YOUNG	.03810							
12072020-77 SHERIDAN CON		250.00	REFUNDABLE DEP PKY/STR	01.000.2510	11/1/2024		070	00001
09302022 - NOT APP FE IN		82.48CR	BUILDING PERMITS	01.322.3211	11/1/2024		070	00002
FORENSIC ANALYTICAL CONS	87153		*TOTAL					
WELL 7 DEMO TESTING		4,500.00	OTHER IMPROVEMENTS	20.590.4420	27614		070	00005
		8,074.52	**CLAIMS TOTAL					

ACS FINANCIAL SYSTEM  
04/17/2025 10:25:00

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:		8,074.52						

RECORDS PRINTED - 000005

ACS FINANCIAL SYSTEM  
04/17/2025 10:25:00

Claims Register

VILLAGE OF CLARENDON HILLS  
GL060S-V08.22 RECAPPAGE  
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
01	GENERAL FUND	2,167.52
20	WATER FUND	5,907.00
TOTAL ALL FUNDS		8,074.52

BANK RECAP:

BANK	NAME	DISBURSEMENTS
BANK	CLARENDON HILLS BANK	8,074.52
TOTAL ALL BANKS		8,074.52

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

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