



# Village of Clarendon Hills

## Weekly Manager Reports

**4/25/2025**

- ✓ 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:** Zachery Creer, Village Manager  
**Date:** April 25, 2025  
**Subject:** Weekly Report

- **Board Meeting** – The next board meeting is Monday, May 19, at 6:30 PM at the Village Hall.
- **Distillinois 2025** – AVM Johnson, met with the Chamber and Tierra this week to discuss initial plans for Distillinois event planned for September 26, at Tierra.
- **Village Hall AV System** - AVM Johnson met with Orbis the Village's IT provider to discuss changes to the AV system at Village Hall. The changes would provide a consolidated control panel.
- **Seasonal Public Works Staffing** – AVM Johnson met with Director McLaughlin this week to discuss seasonal staff for the busy event season.
- **Du-Comm Board Meeting**- I attended the Du-Comm Board meeting on Wednesday morning. Topics included an update on the strategic plan and the rollout of text 9-1-1.
- **Restaurant Week**- Clarendon Hills' first-ever restaurant week is in full swing! Restaurant Week is sponsored by the Chamber of Commerce make sure to visit our wonderful restaurants by May 4.



1 N. Prospect Avenue  
Clarendon Hills, Illinois 60514  
630.286.5415

## MEMORANDUM

**To:** Zachery Creer, Village Manager  
**From:** Maureen B. Potempa, Finance Director  
**Date:** April 25, 2025  
**Subject:** Department Report

### **Upcoming Board Meeting & Claims Register**

The next Board meeting is scheduled for Monday, May 19th. 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 25, 2025  
**Subject:** Weekly Report

1. Work on the outdoor dining project in the Downtown is nearly complete. The final curb and sidewalk concrete was poured this week. Asphalt patches will be completed next week. The light poles still need to be adjusted to the new grade. Meade Electric is scheduled to perform that work and then concrete can be placed in those remaining areas.
2. New sidewalks were poured behind Village Hall, which includes an area for trash and recycling containers.
3. Landscape restoration from water main breaks took place this week.
4. 66 sites were inspected for parkway refunds.
5. Water samples were taken from sample homes with lead service lines per EPA requirements.
6. Banners in the Downtown were changed out.
7. Concrete barriers were delivered to Il Mio for their outdoor dining area.
8. Work began on re-roofing the salt dome.
9. JULIE locates were performed throughout the week.
10. Information was provided to engineers working for AT&T. They are making plans to roll out a fiber to home network.
11. Red Tags for overdue utility accounts were delivered on Friday. Shutoffs for non-payment are scheduled for next week.
12. A presentation was prepared and presented at the Village Board Meeting on our recent Tree Inventory.
13. Flower beds and newly planted trees were watered on Monday and Friday. Mother Nature watered on Wednesday. Her assistance was appreciated.

14. A replacement lighting controller was installed at the train station.
15. Our Water Operator attended a DuPage Water Commission meeting on operational items to be coordinated between the commission and the thirty communities served with DWC water.
16. A new tree was planted adjacent to Prospect School in honor of Arbor Day! It's a Tulip tree. The leaves turn to a beautiful yellow in the fall.



Left to Right – Public Works Supervisor/Arborist Collin Franco, Manager Creer, PW Maintenance Worker Christian Casanova, President Eric Tech, and Public Works Director McLaughlin.



## MEMORANDUM

TO: Zach Creer, Village Manager  
FROM: Ed Cage, AICP, Community Development Director  
DATE: April 25, 2025  
RE: Community Development Department Report

1. **Meeting:** Staff met with the new owner of 143 Ann Street. He is planning on making some significant improvements to the building and is likely to request some TIF funds to improve the building aesthetics, landscaping and dumpster enclosure.
2. **Code Enforcement:** The following code enforcement activities occurred this week:
  - Staff went to BFCA this week for the Role of the Inspector.
  - Department members reviewed several Building items at the weekly meeting.
  - Staff are actively working on two Adjudication cases.
  - Twelve signs were removed this week.
  - An inspection was scheduled with an apartment owner.
  - Staff reviewed the utility lines complaint on Harris.
  - Staff answered questions about sump pump installations.
  - Staff attended a meeting with a condominium maintenance company as a result of a complaint.
3. **Meeting:** Staff and the Village Manager met with the proposed developer of 104 Walker.
4. **ZBA/PC Meeting:** The next ZBA/PC meeting is scheduled for May 1, 2025. There are two items on the agenda, one is the continuation of the proposed fence text amendment, and the other is a front and rear yard variance request for 5740 Concord Avenue.

**To:** Village Manager Creer  
**From:** Chief E. Leinweber  
**Date:** April 25, 2025  
**Subject:** Weekly Activity Report



**Recent Training, Meetings and Events:**

- Officers are completing refresher training on Narcan (Naloxone), which is used for the emergency treatment of known or suspected opioid overdose.
- CourtSmart and Police Law Institute training topics for this month include "Psychology of Domestic Violence" and "Traffic Laws for Small Vehicles and Conveyances".
- I attended the Village department head staff meeting.
- CHPD is now accepting applications for the position of entry-level police officer.** See flyer below.



**Recent incidents:**

April 19, 1:01am, a vehicle traveling S/B on Rte 83 near 55<sup>th</sup> St was stopped for having suspended registration. Officers determined the operator of the vehicle was driving without a valid license or proof of insurance and had open alcohol in their possession. Citations for suspended registration, no valid license to drive, operating an uninsured motor vehicle and illegal transportation of alcohol were issued. The vehicle was towed from the scene.

April 19, 8:33pm, officers responded to the Jewel/Osco for a hit & run vehicle report. The suspected vehicle involved was identified and located utilizing LPR cameras in the area. Officers cited the operator of the offending vehicle with driving while license was revoked and issued a court date.

April 20, 2:03am, a vehicle traveling S/B on Rte 83 near 55<sup>th</sup> St was stopped for speeding well over the posted 55mph limit. The driver was cited for misdemeanor speeding of 35mph or more above the posted limit and issued a court date.

April 21, 6:38pm, officers responded to a simple battery report involving a party of juveniles at a business on S. Prospect Ave. Further investigation is pending at this time.

April 21, 9:20pm, officers responded to a multi-unit dwelling on the two-hundred block of N. Richmond Ave for a trespassing complaint. The subject in question was located and served with a no trespassing notice as requested by the property owner. The subject also had a valid warrant for their arrest and was transported to the DuPage County jail.

April 22, 9:01am, a resident came to the PD to make a threat report. Several text messages threatening physical harm were received via cell phone, causing the resident to be alarmed. Officers are investigating further.

April 23, 10:44pm, a vehicle traveling S/B on Rte 83 near Burlington Ave was stopped for a "Scott's Law", failure to yield to an emergency vehicle violation. Officers determined the operator of the vehicle had a suspended license to drive. A citation and court date were issued, and the vehicle was towed.

April 24, 8:28, officers responded to multi-unit dwelling on the two-hundred block of N. Richmond Ave for the report of a subject down. Upon arrival, the subject was located and displayed indicia of alcohol intoxication. The subject was known to officers as they had been served with a no trespass notice at the same property three days prior. CHFD transported the subject to the hospital for evaluation. A citation and notice to appear for criminal trespass were issued later.

**Please remember to help us prevent crime by locking your homes and cars to deter criminal activity and theft.**





# WE'RE HIRING

**Starting Salary 83,692**

12 HOUR SHIFTS - PAID HOLIDAYS - SPECIALTY POSITIONS

**APPLY  
NOW!**



Get Application Here

**DEADLINE**

**May 23, 2025 at 2:00 p.m.**



## MEMORANDUM

**To:** Zachery Creer, Village Manager  
**From:** Fire Chief David Godek  
**Date:** April 25, 2025  
**Subject:** Weekly Department Report

### Fire Prevention Bureau Activity.

- Four fire inspections were conducted this week.
- I contacted an apartment owner this week about a project.
- Hinsdale Golf Club July 4<sup>th</sup> plans were approved.
- The Village of Hinsdale and Clarendon Hills Park District completed their nature burns for 2025.

### Quarter Master:

- SCBA masks were ordered and received.

### Emergency Medical Services Report:

- The second ambulance will be put in service on May 1st. Department members discussed its operation during the last EMS drill.

### Emergency Management Report:

- Tabletop exercises are in the final phase of being planned.

### Du-Comm Report:

- Command Zone came out to repair our station's alerting system. They completed all the repairs, and the system is now online with no faults.
- A programming change was completed this week, deleting Squad 86 from all CAD operations.

### Command Staff Meetings:

- Staff met last Wednesday to discuss the status of our agenda.
- The Hinsdale Fire Chief scheduled a meeting with us next week to discuss their changes in CAD and how we can assist them.

Training:

- This week, Deputy Chief DeLillo and crew members prepared 310 Harris for fire training.
- Four department members and COD Fire Academy students participated in fire training at the acquired structure at 310 Harris.
- On Thursday, Hinsdale FD and the Tri-State Fire Protection District participated in auto aid training at the acquired structure at 310 Harris. This was a great training opportunity for our shift members to work with neighboring agencies.
- Captain Henry scheduled auto extrication for the beginning of May.

New Employees:

- This week, we evaluated the status of our candidates and completed specific paperwork in their process.
- Two new applicant applications went to background checks, another moved on to health screening, and another dropped out of the process.

Station Maintenance:

- The Electrician corrected the bathroom vent fan.
- A communications vendor fixed the station alerting system after multiple visits.
- Our HVAC vendor performed annual maintenance on our rooftop units.
- Our HVAC vendor installed gas shut-off timers on our gas appliances on the rear station patio.



# VILLAGE OF CLARENDON HILLS PUBLIC SAFETY

DATE: April 25, 2025

To: Village Manager Creer

From: P. Dalen, Public Safety Director

Subject: Weekly Activity Report

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## **Meetings and Events**

- Fire staff has been training in a few acquired structures (teardowns) over the past week. The training captain facilitated the training and invited several other departments to train with our firefighters. The training program continues to improve.
- 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.
- I attended the weekly staff meeting.
- Staff is in the process of setting a date for the tabletop exercise, which will include police and fire.

ACS FINANCIAL SYSTEM  
04/24/2025 15:04:03

Claims Register

VILLAGE OF CLARENDON HILLS  
GL050S-V08.22 COVERPAGE  
GL540R

Report Selection:

RUN GROUP... 042425 COMMENT... HINSDALE GOLF CLUB

DATA-JE-ID DATA COMMENT

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D-04242025-154 HINSDALE GOLF CLUB

Run Instructions:

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

ACS FINANCIAL SYSTEM  
04/24/2025 15:04:03

Claims Register

VILLAGE OF CLARENDON HILLS  
GL540R-V08.22 PAGE 1

CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P ID	LINE
2025	HINSDALE GOLF CLUB STORM SEWER LINING - R-2	.03362 268,175.05 268,175.05	OTHER IMPROVEMENTS **CLAIMS TOTAL	65.590.4420	4/24/2025	154	00001	

ACS FINANCIAL SYSTEM  
04/24/2025 15:04:03

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:		268,175.05						

RECORDS PRINTED - 000001

ACS FINANCIAL SYSTEM  
04/24/2025 15:04:03

Claims Register

VILLAGE OF CLARENDON HILLS  
GL060S-V08.22 RECAPPAGE  
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
65	CAPITAL PROJECTS/IMPROVEMENT	268,175.05
TOTAL ALL FUNDS		268,175.05

BANK RECAP:

BANK	NAME	DISBURSEMENTS
BANK	CLARENDON HILLS BANK	268,175.05
TOTAL ALL BANKS		268,175.05

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

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

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