



# Village of Clarendon Hills

## Weekly Manager Reports

**5/2/2025**

- 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:** May 2, 2025  
**Subject:** Weekly Report

- **Board Meeting** – The next board meeting is Monday, May 19, at 6:30 PM at the Village Hall.
- **DuPage Mayors and Manager Meeting**- I attended the DMMC meeting on Thursday morning. We received an legislative update on State budget discussions.
- **Tornado Siren Improvements** – Du-Comm rolled out on May 1<sup>st</sup> to our community and the surrounding area a new automated system that enables real-time activation of warning sirens directly from the National Weather Service, ensuring faster, more consistent alerts during tornado warnings. The system is designed to reduce manual steps in activation, minimize response time, and enhance reliability, ultimately helping to save lives.
- **Restaurant Week**- Clarendon Hills' first-ever restaurant week is wrapping up! Restaurant Week is sponsored by the Chamber of Commerce. Make sure to visit our wonderful restaurants by May 4th.
- **Ribbons on Trees Reminder** -The Village is aware that at times the public would like to place commemorative/awareness ribbons on trees in the parkways. As of 2022, residents wishing to do so without violating municipal code 20.8.4 need to complete the [TREE RIBBON FORM](#) found on our website. No need to wait for confirmation once the form has been submitted to place ribbons, as we know that these types of requests may occur outside of Village business hours. Ribbon removal is the responsibility of the resident/group putting up the ribbons. Ribbons are required to be removed at the end of two weeks (14 days) of placement.
  - ✓ The ribbons should only be placed on parkway trees (not poles or signposts, etc.) located in the Village's right-of-way.
  - ✓ The ribbons will be removed after 14 days.
  - ✓ The parties choosing to put up the ribbons are responsible for their removal.
  - ✓ Any resident opposing the display of ribbons should feel comfortable in removing the ribbon from a parkway tree in front of their home at any time.
  - ✓ The Village reserves the right to remove the ribbons at any time.

## MEMORANDUM

**To:** Zachery Creer, Village Manager  
**From:** Brendan McLaughlin, Public Works Director  
**Date:** May 2, 2025  
**Subject:** Weekly Report

1. Work is substantially complete on the outdoor dining projects in the Downtown. Streetlights were adjusted this week and concrete backfilled on Park Avenue. An additional light will be adjusted on Railroad next week. Rain has prevented crews from striping the parking stalls and crosswalks on Park Avenue. That work has been rescheduled to next week.
2. Concrete was poured at the corners of Gilbert and Norfolk and McIntosh and Norfolk to create crosswalks to reach the park and Prospect School. Pavement striping and signage will be installed next week.
3. Excavation occurred and forms were set to install a sidewalk at the corner of Mohawk and Algonquin. That concrete was poured on Friday.
4. The second phase of tree planting is planned for next week. The exact date is weather dependent.
5. Crews removed additional parkway trees that were declining in health.
6. Water meters were read on the first.
7. Mowing has started for in-house properties.
8. Concrete restoration was completed from a water main break on 100 block of Hiawatha.
9. I attended a meeting of the Downtown Beautification Committee to review locations on Park Avenue that are slated for improvements to planting beds and the addition of planters.
10. Despite the occasional rains, we have been watering Downtown flower beds and newly planted trees.
11. Landscape restoration was completed from main breaks and stump holes.
12. Assistance was provided to the Fire Department for their training exercises.

## MEMORANDUM

TO: Zach Creer, Village Manager  
FROM: Ed Cage, AICP, Community Development Director  
DATE: May 2, 2025  
RE: Community Development Department Report

1. **Business Meeting:** Staff met with the owner & operator of Il Mio Restaurant on-site to discuss the current and future plans for outdoor dining.
2. **Code Enforcement:** The following code enforcement activities occurred this week:
  - Staff attended training this week.
  - Staff met with two residents this week about property maintenance issues.
  - 10 signs removed this week.
  - 150 block Juliet has new sod and starting to put up a new fence.
3. **Business Meeting:** Staff met with the owner and operator of the Open Door on-site to discuss their outdoor seating area.
4. **ZBA/PC Meeting:** The ZBA/PC meeting scheduled for May 1, 2025, was canceled due to a lack of a quorum. A special ZBA/PC meeting will be held on May 29<sup>th</sup>. The two items on the agenda that will be discussed are the proposed Fence Text Amendment and the 5740 Concord Variance request.

**To:** Village Manager Creer  
**From:** Chief E. Leinweber  
**Date:** May 2, 2025  
**Subject:** Weekly Activity Report



**Recent Training, Meetings and Events:**

- Officer Kane attended an 8-hr course focused on leadership and first line supervision for officers in charge of a shift (OIC).
- Officers are completing the annual Taser recertification training.
- Sergeant Finfrock attended three days of training with DuPage County on data and records management / configuration.
- Staff have been working with the CHFD to prepare an emergency response tabletop exercise to be held in the near future.
- CourtSmart and Police Law Institute training topics for the month include Constitutional Law and the Proper Use of Law Enforcement, Crisis Intervention Team (CIT) and De-Escalation.

**Recent incidents:**

April 27, 6:43am, officers stopped a vehicle for traveling well over the posted speed limit on S/B Rte 83 near 55<sup>th</sup>. The driver was cited for a misdemeanor speeding violation, issued a court date and released.

April 27, 10:35pm, officers and the CHFD responded to a residence at a multi-unit building on N. Richmond for a subject bleeding. While evaluating the subject, they struck the paramedic in the face with their hand. The subject was transported to the hospital for treatment. Upon release the subject was charged with aggravated battery to a paramedic and transported to the DuPage County Jail.

April 28, 7:13pm, officers responded to the report of a hit & run accident on Tuttle Avenue. Officers determined the suspected offending vehicle was an Uber driver and located them in a neighboring jurisdiction. An accident report was completed.

April 29, 3:31pm, officers responded to a residence at a multi-unit building on Burlington Ave for a theft report. The victim reported that prescription medicine was believed to have been taken from inside the residence. Further investigation is pending.

April 29, 4:13pm, officers responded to a residence on Coe Rd for a neighborhood dispute. The caller believes someone is poisoning their trees. Further investigation is pending.

April 30, 11:36am, a vehicle was stopped near Chicago Ave and Golf for a speeding violation. The driver of the vehicle also had a suspended license. Citations for speeding and driving while license suspended were issued along with a court date.

April 30, 3:31pm, officers responded to a residence on Holmes Ave for a threat report. The caller advised a visitor to the multi-unit property who threatened to damage their car. Further investigation is pending.

May 1, 9:57pm, the driver of a vehicle traveling on S/B Rte 83 was cited for a misdemeanor speeding violation. A citation and court date were issued.

**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:** May 2, 2025  
**Subject:** Weekly Department Report

### Fire Prevention Bureau Activity.

- I attended a two-day Fire Marshal course this week.
- I requested service on four fire alarms.
- The fire alarm vendor for Reserves Townhomes will install a new fire alarm next week.

### Quarter Master:

- Training materials arrived.

### Emergency Medical Services Report:

- EMS drug check completed.
- We will be signing up for Active shooter training this summer.

### Emergency Management Report:

- Tabletop exercises are completed and planned for July.

### Du-Comm Report:

- The automated Tornado siren system is now active, and information was sent to be placed on our website.

### Command Staff Meetings:

- Staff met last Wednesday to discuss the status of our agenda.
- The Hinsdale Fire Department has had to cancel our meeting due to staff unavailability, and we are looking to reschedule the meeting about their new box cards and response.

### Training:

- This week, there was no Wednesday drill night.
- This week, the duty crews started auto extrication training at Public Safety Campus.
- A new training house is secured for approximately 30 days out.

### New Employees:

- This week, staff met with Metro Paramedics to discuss a service contract for one staff member to stabilize our schedule.
- Two new applicant applications went to background checks, and another evaluated his options for part-time departments.

### Station Maintenance:

- Members flushed out the floor drains in the station.
- With records disposal scheduled, it will clear storage space to get items off the bay floor.

# VILLAGE OF CLARENDON HILLS PUBLIC SAFETY

DATE: May 2, 2025

To: Village Manager Creer

From: P. Dalen, Public Safety Director

Subject: Weekly Activity Report

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## **Meetings and Events**

- Fire personnel conducted auto extrication training at the PD. A seized vehicle, now regarded as surplus, was used for the training.
- Manager Creer, Chief Godek, and I met for our weekly meeting.
- 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 a tabletop exercise, which will simulate an emergency response. The goal is to have all Village departments participate.
- Staff met with Metro Paramedic Services to negotiate the final terms of the medic staffing contract.

ACS FINANCIAL SYSTEM  
04/30/2025 15:15:50

Claims Register

VILLAGE OF CLARENDON HILLS  
GL050S-V08.22 COVERPAGE  
GL540R

Report Selection:

RUN GROUP... 050225 COMMENT... IPBC MAY

DATA-JE-ID DATA COMMENT

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M-05012025-187 IPBC MAY

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
	INTERGOVERNMENTAL PERSON	42399						
	LIBRARY HEALTH / LIFE	3,318.33	DUE FROM CH LIBRARY	01.000.1340			187	00009
	DENTAL INS	181.40	DUE FROM CH LIBRARY	01.000.1340			187	00019
	RETIREE HEALTH INS	659.07	RETIREE/COBRA INSURANCE	01.000.1375			187	00010
	RETIREE DENTAL INS	494.40	RETIREE/COBRA INSURANCE	01.000.1375			187	00020
	SUPP LIFE INS	148.45	EMPLOYEE SUPP. INS. CONT	01.000.2031			187	00024
	WEX & COMPSYCH FEES	230.61	EMPLOYEE HEALTH & SAFETY	01.510.4115			187	00023
	HEALTH / LIFE INS	4,676.37	HEALTH/DENTAL INSURANCE	01.510.4120			187	00001
	DENTAL INS	260.25	HEALTH/DENTAL INSURANCE	01.510.4120			187	00012
	HEALTH / LIFE INS	4,481.71	HEALTH/DENTAL INSURANCE	01.512.4120			187	00002
	DENTAL INS	192.78	HEALTH/DENTAL INSURANCE	01.512.4120			187	00013
	PSEBA	2,130.43	PSEBA	01.520.4117			187	00004
	HEALTH / LIFE INS	20,794.09	HEALTH/DENTAL INSURANCE	01.520.4120			187	00003
	DENTAL INS	916.24	HEALTH/DENTAL INSURANCE	01.520.4120			187	00014
	HEALTH / LIFE INS	4,492.00	HEALTH/DENTAL INSURANCE	01.530.4120			187	00005
	DENTAL INS	106.03	HEALTH/DENTAL INSURANCE	01.530.4120			187	00015
	HEALTH / LIFE INS	7,569.84	HEALTH/DENTAL INSURANCE	01.540.4120			187	00006
	DENTAL INS	418.15	HEALTH/DENTAL INSURANCE	01.540.4120			187	00016
	HEALTH / LIFE INS	4,375.88	HEALTH/DENTAL INSURANCE	01.550.4120			187	00007
	DENTAL INS	183.14	HEALTH/DENTAL INSURANCE	01.550.4120			187	00017
	HEALTH / LIFE INS	3,375.30	HEALTH/DENTAL INSURANCE	20.560.4120			187	00008
	DENTAL INS	165.28	HEALTH/DENTAL INSURANCE	20.560.4120			187	00018
	RETIREE HEALTH INS	2,788.11	RETIREE/COBRA INSURANCE	71.000.1375			187	00011
	RETIREE DENTAL INS	192.78	RETIREE/COBRA INSURANCE	71.000.1375			187	00021
	RETIREE DENTAL INS	96.39	RETIREE/COBRA INSURANCE	72.000.1375			187	00022
		62,247.03	*TOTAL					
		62,247.03	**CLAIMS TOTAL					

ACS FINANCIAL SYSTEM  
04/30/2025 15:15:50

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:		62,247.03						

RECORDS PRINTED - 000024

ACS FINANCIAL SYSTEM  
04/30/2025 15:15:50

Claims Register

VILLAGE OF CLARENDON HILLS  
GL060S-V08.22 RECAPPAGE  
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
01	GENERAL FUND	55,629.17
20	WATER FUND	3,540.58
71	POLICE PENSION FUND	2,980.89
72	FIREMEN PENSION FUND	96.39
TOTAL ALL FUNDS		62,247.03

BANK RECAP:

BANK	NAME	DISBURSEMENTS
BANK	CLARENDON HILLS BANK	62,247.03
TOTAL ALL BANKS		62,247.03

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

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

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ACS FINANCIAL SYSTEM  
04/30/2025 15:33:23

Claims Register

VILLAGE OF CLARENDON HILLS  
GL050S-V08.22 COVERPAGE  
GL540R

Report Selection:

RUN GROUP... 050125 COMMENT... MANUALS WEEK OF 5/2

DATA-JE-ID DATA COMMENT

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M-04302025-205 WEEK OF 5/2 MANUALS

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
2025								
	COMED	15277						
	0 N OGDEN LITE	2,149.81	UTILITIES	10.541.4235	0NOgdenLite050	205	00001	
	NICOR GAS	60720						
	1 N PROSPECT AVE	199.68	UTILITIES	01.514.4235	1NProspect0506	205	00002	
	212 BURLINGTON AVE	101.15	UTILITIES	01.546.4235	212Burlington0	205	00003	
	261 ANN	201.42	UTILITIES	20.560.4235	261Ann050625	205	00004	
	316 PARK	467.28	UTILITIES	01.534.4235	316Park0506202	205	00005	
	448 PARK	554.01	UTILITIES	01.523.4235	448park050625	205	00006	
	452 PARK	449.48	UTILITIES	01.546.4235	452Park050625	205	00007	
	452 PARK	242.03	UTILITIES	20.560.4235	452Park050625	205	00008	
		2,215.05	*TOTAL					
		4,364.86	**CLAIMS TOTAL					

ACS FINANCIAL SYSTEM  
04/30/2025 15:33:23

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:		4,364.86						

RECORDS PRINTED - 000008

ACS FINANCIAL SYSTEM  
04/30/2025 15:33:23

Claims Register

VILLAGE OF CLARENDON HILLS  
GL060S-V08.22 RECAPPAGE  
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
01	GENERAL FUND	1,771.60
10	MOTOR FUEL TAX FUND	2,149.81
20	WATER FUND	443.45
TOTAL ALL FUNDS		4,364.86

BANK RECAP:

BANK	NAME	DISBURSEMENTS
	CLARENDON HILLS BANK	4,364.86
TOTAL ALL BANKS		4,364.86

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

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

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