



# Village of Clarendon Hills Weekly Manager Reports

**5/16/2025**

- ✓ **Manager's Report**
- ☐ **Finance Dept. Report**
- ✓ **Public Works Dept. Report**
- ✓ **Community Dev. Dept. Report**
- ✓ **Police Dept. Report**
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**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 16, 2025  
**Subject:** Weekly Report

- **Board Meeting** – The next board meeting is Monday, May 19, at 6:30 PM at the Village Hall.
- **Township Assessor-** Thank you to the Greg Boltz and his staff for meeting with myself, Trustee Chaudhry, President Tech, AVM Johnson and Director Cage to provide information about assessments in town.
- **MyCroft Row-** I met with staff regarding the closeout of the MyCroft Row Phase 2 development
- **Hinsdale Village Manager-** I met with Manager Gargano on Monday to review items of mutual interest
- **Willowbrook AV-** AVM Johnson, EA Pries, and I toured Willowbrook's AV setup for their board meetings.
- **316 and 318 Park Ave** – The Village is soliciting proposals for redevelopment of the 316 and 318 Park Ave properties. The plan is to determine if it is financially feasible to relocate the station to the parcels occupied by the Police Station and Public Works to share facilities. The current station is not set up for a modern department and does not meet NFPA standards. Moving it closer to PD and PW allows for shared staff, equipment, and space. <https://www.clarendonhills.us/bids>.
- **Fire Department** - AVM Johnson has been working with Director Dalen and Chief Godek on Fire Department recruiting, staffing, and personnel issues this week.
- **Daisy Days Permit Meeting** – On Monday, AVM Johnson, Director Dalen, Chief Leinweber, Chief Godek, and Director McLaughlin met with the Chamber Director McDonald to review and discuss logistics for this year's Daisy Days.
- **Legacy Project Conference** – AVM Johnson attended the Legacy Project conference today in Naperville. Over 200 women in local government attended. Legacy Project is a forum for women in public service.
- **Waves of DuPage: Beautiful Cities Art Project** - AVM Johnson attended a call with other DuPage County communities participating in the Hokusai Waves of DuPage Art Project. There is a 2025 exhibition, *Hokusai and Ukiyo-e: The Floating World*, at the College of DuPage, McAninch Arts Center, and Cleve Carney Museum of Art, starting on May 31<sup>st</sup>. Clarendon Hills, along with 21 other communities, will participate in the Public Art portion and will host an unveiling and artist lecture at

Daisy Days, Saturday, June 14, at noon at Village Hall. For more information about the exhibit, please visit the [website](https://www.theccma.org/hokusai) <https://www.theccma.org/hokusai>. More information about Clarendon Hills' event will come with Daisy Days information.

- **Farmers Market** - The first Chamber of Commerce Farmers Market of the season was held this Thursday, from 7 am to 1 pm. It will now be held every Thursday morning in front of the Village Hall. This year's market has new vendors and returning favorites and was very busy with many vendors selling out of popular items. [Check out the Chambers website for more information.](#)



## MEMORANDUM

**To:** Zachery Creer, Village Manager  
**From:** Brendan McLaughlin, Public Works Director  
**Date:** May 15, 2025  
**Subject:** Weekly Report

1. The final items to wrap up the outdoor dining project were completed this week. Sod was laid and the tree grates were delivered and installed on Friday.
2. Parking signs were installed in the new parking spaces on Park Avenue east of Prospect. These are two-hour limit spaces.
3. Additional sod was laid on Norfolk at the new park crossing and the new school crossing. Next week we plan to complete the sod work at the corner of Mohawk and Algonquin.
4. Repairs were made to a storm sewer on Richmond just south of Park.
5. A series of sidewalks were replaced on the south side of the Village as they posed tripping hazards and were too greatly displaced to be effectively ground down.
6. An additional inspection occurred for a sanitary sewer service line repair on Prospect.
7. Trees, flowers and sod were watered throughout the week.
8. JULIE locates were performed throughout the week. Water samples were also collected and taken to the lab for testing.
9. Water meter transmitters were replaced based on low battery reads.
10. Concrete squares and other debris were hauled to the dump.
11. Trucks and chainsaws were prepped on Thursday afternoon as severe weather is forecast for this evening.
12. On Friday we are slated to complete sod installation on Norfolk and install the tree grates on Park Avenue.

## MEMORANDUM

TO: Zach Creer, Village Manager  
FROM: Ed Cage, AICP, Community Development Director  
DATE: May 16, 2025  
RE: Community Development Department Report

1. **Meeting:** Staff met with the developer of 421 Park Ave who submitted their building permit for their approved 6-unit townhome project.
2. **Code Enforcement:** The following code enforcement activities occurred this week:
  - 117 N. Prospect, Multiple Violations, met with the resident and gave the Landscaper assistance.
  - 157 Jane, listening session, Met with neighbors of 117. N Prospect.
  - 100 block of Prospect, Roofing job being completed by vendor.
  - 246 Holmes, Demo home is down.
  - Park Willow Condos, Staff is working with them about Balconies bylaws.
  - 500 block of Chase, Staff are working with Park Willow Management about a structural project we are requiring a permit for.
  - Working on a special project with the Building Department.
  - 200 block of Walker, Tall Grass, Notice sent.
  - 104 Walker, Tall Grass, Request passed along.
  - 278 Holmes, Tall Grass, Request passed along.
  - 50 block of Norfolk, Tall Grass/ Tree, Notice sent.
  - 100 block of Byrd, Tall Grass/ Peeling paint/ Address, Notice sent.
  - 100 Block of Byrd, Tall Grass/ Peeling paint/ Outdoor storage Notice sent.
  - 270 block of Prospect, Tall Grass/Weeds, Notice sent.
  - 270 block of Prospect, Tall Grass/ Weeds, Notice sent.
  - 260 block of Prospect, Tall Grass/ Address, Notice sent.
  - 240 block of Middaugh, Tall Grass, Notice sent.
  - May 21<sup>st</sup> Adjudication for the following cases:
    - 264 Coe Rd.
    - 140 N. Prospect.
    - 218 Woodstock.
    - 70 Norfolk.
3. **ZBA/PC Special Meeting:** A ZBA/PC Special Meeting is scheduled for Thursday, May 29<sup>th</sup>.
4. **Builder Meeting:** Staff met with a builder who wants to tear down and rebuild a new house on Norfolk.

**To:** Village Manager Creer  
**From:** Chief E. Leinweber  
**Date:** May 15, 2025  
**Subject:** Weekly Activity Report



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**Recent Training, Meetings and Events:**

- Staff set up time-lapse cameras in the downtown triangle to collect traffic flow footage through the business district. Video will be collected for one week with the slip lane blocked and the following week with the slip lane open as usual.
- Staff met to discuss and plan for the upcoming Daisy Days festival on Father's Day weekend.
- Sergeant Finrock attended a D-181 safety meeting and presented instructions on school safety to students at Madison School.
- The 2025 Farmers' Market kicked off this week and will run through October 16th. The event takes place on Thursdays from 7:00 a.m. – 1:00 p.m. at the Village Hall Plaza.

**Recent incidents:**

May 9, 7:51pm, officers responded to a residence for a domestic dispute between family members. Upon arrival, officers were able to mediate the situation, with one of the parties involved ultimately leaving for the evening. Advice and domestic resources were provided.

May 10, 10:25am, a vehicle was stopped for traveling well over the posted 25 mph speed limit on E/B Chicago Ave near Golf. The driver was cited for the misdemeanor speeding violation and released with a mandatory court date.

May 10, 10:45am, a vehicle was stopped for traveling well over the posted 25 mph speed limit on W/B Chicago Ave near Oxford. The driver was cited for the misdemeanor speeding violation and released with a mandatory court date.

May 12, 9:12am, officers responded to a residence for a domestic dispute between family members. Upon arrival, officers determined that one of the parties involved had been struck by the other. The aggressor was transported to the hospital for an evaluation unrelated to the incident. Officers obtained an arrest warrant for the aggressor shortly thereafter.

May 12, 12:43pm, officers responded to a business on Ogden Ave for a threat report. Business management advised a customer of the business had worn out their welcome and requested officers have them removed from the property. The customer was served with a no-trespass notice and advised not to return.

May 12, 4:05pm, a resident came to the station for an identity theft report. The resident advised they received unemployment checks from the State of IL, however, they were not unemployed and had not applied for the benefit. A report was taken with identity theft resources provided.

May 13, 10:03pm, a vehicle traveling W/B on Ogden Ave near Coe Rd was stopped for having revoked license plates displayed that were also registered to a different vehicle. Upon stopping the vehicle, officers learned the driver had a suspended license and did not have proof of insurance for the vehicle. The driver was cited for improper use of registration, no valid registration, driving while license suspended, operating an uninsured motor vehicle, and released with a mandatory court date. The vehicle was towed from the scene.

May 14, 7:29am, officers stopped a vehicle traveling W/B on Ogden Ave near Woodstock for speeding and using the center turn lane to improperly pass other vehicles in traffic. The driver was cited for improper passing, misdemeanor speeding, and released with a mandatory court date.

May 14, 9:45, officers responded to a residence for a domestic dispute between family members. The dispute was non-physical, and officers were able to mediate the situation. Assistance and domestic counseling resources were provided.

May 15, 6:32am, a vehicle traveling W/B on Ogden Ave near Woodstock was stopped for a speeding violation. The driver was cited for misdemeanor speeding and released with a mandatory 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: May 16, 2025**  
**Subject: Weekly Department Report**

### Fire Prevention Bureau Activity.

- I'm working with the Birches on their fire drill process.
- The fire alarm at the Reserve Townhomes is being replaced for the next few weeks.

### Quarter Master:

- On Wednesday, I met with our uniform vendor to convert the account over to a purchasing card system. This will alleviate a significant workload for Finance in processing payments to our vendor more efficiently. We are also trying to limit the number of vendors we use.

### Emergency Medical Services Report:

- Medic 87 will respond to second ambulance calls if staffing levels are proper.

### Emergency Management Report:

- Nothing to report this week.

### Du-Comm Report:

- I attended the Du-Comm Chief's meeting this week.

### Command Staff Meetings:

- No FD command staff meeting due to schedule conflicts.

### Training:

- We are working with a builder to secure a home for training.
- Including shift personnel, eight people attended training this week.

### New Employees:

- This week, we continued the process of hiring multiple employees.
- Two new employees have start dates of the week of May 19<sup>th</sup>, 2025, and will complete two days of orientation prior to being placed on schedule.

### Station Maintenance:

- An Electrician installed new equipment this week for our First Arriving RMS system. This system provides valuable information to our responders. More details on this system will follow.
- The records disposal vendor visited this week and destroyed the records, clearing up a significant amount of storage space. This allows us to remove equipment from the bay floor areas. Thank you to Vicki Pries for assisting us through this process.
- Orbis worked on a couple of station computers.



- The station alerting system is now working normally after undergoing extensive maintenance.
- Fire Extinguisher service for village buildings will be on May 22, 2025.
- The fire alarm service was scheduled for May 23, 2025, at Village Hall.
- Johnson Controls will be installing a system for the AED cabinet at the Train Station.

Vehicle Maintenance:

- Ladder 86 is in the shop for engine work that's under warranty.
- I spoke this week with our vendor about annual service on certain vehicles and will be hearing back soon.

