



# Village of Clarendon Hills Weekly Manager Reports

**5/23/2025**

- ✓ **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 23, 2025  
**Subject:** Weekly Report

- **Board Meeting** – The next board meeting is Monday, June 16, at 6:30 PM at the Village Hall.
- **Memorial Day** – Village offices will be closed on Monday, May 26th, due to Memorial Day.
- **Proposed Downtown Plaza** – Staff set up a webpage dedicated to information about this project and frequently asked questions. This webpage was shared in a general email sent to residents on Thursday. As new questions and answers come up, they will be added. The page can be accessed at [www.clarendonhills.us/plaza](http://www.clarendonhills.us/plaza)
- **General Email List**- An email regarding June event updates and reminders went out to residents on Thursday. If you didn't get your email and it's not in your junk email, but would like to be on the general email list, be sure to email [admin@clarendonhills.us](mailto:admin@clarendonhills.us) and request to be added to the Village's general email list. It's a great way to be informed of important and fun things happening within the village, such as street closures, water main breaks, concerts, and garbage delays.
- **LRS garbage delay** - Garbage pickup will be delayed by one day due to the Memorial Day holiday. This means the residents north of the BNSF tracks pickup will be on Tuesday, May 27th, next week, and the residents south of the BNSF tracks will be on Wednesday, May 28th, next week.
- **Farmers Market** - The Chamber of Commerce Farmers Market had a good turnout even though the weather wasn't so great on Thursday. It is held every Thursday morning from 7 am to 1 pm in front of the Village Hall. Be sure to stop by next Thursday. [Check out the Chambers website for more information.](#)

**MEMORANDUM**

**To: Zachery Creer, Village Manager**  
**From: Brendan McLaughlin, Public Works Director**  
**Date: May 23, 2025**  
**Subject: Weekly Report**

1. On Monday, staff picked up branches following the high winds.
2. Staff cleaned inlets prior to the rain.
3. Crews completed landscape restoration from previous infrastructure repairs and tree removals.
4. Staff evaluated private trees to assist code enforcement.
5. EPA monthly water samples were collected.
6. EPA monthly reports were completed.
7. Minor building maintenance was completed.
8. Parkway inspections were conducted after completion of construction throughout the Village.
9. Crews continued replacing water meter transmitters.
10. Spoils were hauled to the dump along with wood chips.
11. Staff reviewed and assisted with the layout of new sidewalks and ADA compliant ramps for Burlington Ave.
12. Staff attended a 10hr OSHA course on Thursday and Friday.

## MEMORANDUM

TO: Zach Creer, Village Manager  
FROM: Ed Cage, AICP, Community Development Director  
DATE: May 23, 2025  
RE: Community Development Department Report

1. **Chamber Meeting:** Staff attended the Chamber meeting with the Assistant Village Manager and provided the Village Update on various projects.
2. **Code Enforcement:** The following code enforcement activities occurred this week:
  - 278 Holmes - Grass cut.
  - 266 S. Prospect - Grass cut.
  - 362 Western - Bushes trimmed back.
  - 117 N. Prospect- Met with owner. Grass weeds cut.
  - 291- Stonegate - Notice going out for fence in disrepair.
  - Building Department staff continues to work on special project.
  - Adjudication on Wednesday, May 21st:
    - 79 Norfolk - Accessory structure, Garage will be demolished and new one built in its place.
    - 218 Woodstock- Did not show and was continued.
    - 140 N. Prospect- Did not show and was found liable.
    - 264 Coe- Compliance reached and case was closed.
    - New cases not in compliance from Notices to Comply will now be moved to the June Adjudication hearing.
3. **Business Meeting:** Staff, along with the Village President and Village Manager met with Carpet Showcase Business this week.
4. **Mycroft Phase II Meeting:** Staff, along with Public Works, met with the builder of the Mycroft Phase II project on-site. There are a few items that need addressing before the project can wrap up its construction.
5. **Downtown Vacant Spaces:** Staff met with two prospective businesses that would like to locate their businesses in the downtown area.

**To:** Village Manager Creer  
**From:** Chief E. Leinweber  
**Date:** May 23, 2025  
**Subject:** Weekly Activity Report



**Recent Training, Meetings and Events:**

- The CHFD held its first weekend of COFO training at the police department training room.
- All department hand-held and squad-mounted radar devices received their annual accuracy/calibration certifications.
- Sergeant Finrock along with officers from Hinsdale and Burr Ridge presented training to staff at Monroe school.
- Sergeant Finrock participated in a day of UAS (drone) training with the DuPage County MERIT SWAT Team.
- Sergeant Finrock and Officer Franchetti provided "Ride With a Cop to School" escorts to two very excited Notre Dame School students.
- I attended the monthly DuPage County Chiefs of Police Assn meeting in Glen Ellyn.
- I, along with Hinsdale Chief King and Burr Ridge Chief Loftus met with D-181 Superintendent, Dr. Garcia, to review school safety.
- I attended the Clarendon Hills Historical Society's 50<sup>th</sup> Anniversary celebration.



### **Recent incidents:**

May 16, 7:54pm, officers stopped a vehicle traveling S/B on Rte 83 for the driver having a revoked license. The driver was also unable to provide proof of valid insurance for the vehicle. Citations for driving while license revoked and operating an uninsured motor vehicle were issued along with a mandatory court date. The vehicle was towed from the scene and submitted for seizure.

May 16, 9:25pm, officers responded with the CHFD for the report of a structure fire. The rear deck of the home had caught fire after the homeowner used a charcoal chimney starter for his BBQ. The fire was minor and extinguished quickly.

May 17, 10:53pm, officers responded along with Westmont FD and CHFD for the report of a structure fire at a residence. The fire was caused by dirty rags used to treat wood in the backyard that were thrown in the trash cans. The fire was extinguished by the homeowner using a garden hose. However, there was damage to the exterior of the garage.

May 18, 9:06pm, a vehicle traveling E/B on Ogden Ave near Coe Rd was observed to have suspended registration. Officers stopped the vehicle and further determined the driver was never issued a license. Citations were issued for operating a vehicle with suspended registration and no valid driver's license. The driver was released with a mandatory court date and released on scene.

May 19, 10:38pm, officers responded to a domestic disturbance called in by a resident at a multi-unit apartment complex. The 3<sup>rd</sup> party caller reported a male and female were arguing in the parking lot. Officers were able to diffuse the situation and learned the subjects were arguing over a cell phone. Advice and domestic related resources were provided.

May 21, 8:33pm, a vehicle traveling W/B on Ogden Ave near Coe Rd was stopped for the registered owner having a suspended license. A citation for driving while license suspended was issued with a mandatory court date and the driver released on scene.

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





CLICK IT.  
DON'T RISK IT.

CLICK IT OR TICKET  
DAY & NIGHT

NHTSA

**THIS IS WHY I PULLED YOU OVER.**



**MEMORANDUM**

**To: Zachery Creer, Village Manager**  
**From: Fire Chief David Godek**  
**Date: May 23, 2025**  
**Subject: Weekly Department Report**

## Fire Prevention Bureau Activity.

- The fire alarm report was reviewed, and I contacted carriers requesting service for multiple locations.
- Ongoing work installing the new fire alarm at the Reserves Townhomes.
- Five fire inspections completed this week.

## Quarter Master:

- The Quartermaster's are outfitting new employees as they come in.

## Emergency Medical Services Report:

- This week was National EMS Week to celebrate the EMS providers for what they do.

## Emergency Management Report:

- Nothing to report this week.

## Du-Comm Report:

- Nothing to report this week.

## Command Staff Meetings:

- No FD command staff meeting due to schedule conflicts.

## Training:

- Hinsdale FD put together an excellent training course this week for area departments.
- Including shift personnel, three people attended training this week.

## New Employees:

- This week, a new employee started orientation.



- Two new employees are starting between May 27<sup>th</sup> and June 2<sup>nd</sup>, with two others closely behind.
- The Director of HR and I have spent a lot of time onboarding new employees.

#### Station Maintenance:

- An Electrician is working with our generator vendor on an error with the generator during Thursday's weekly start-up run session. This caused a power dip in the building, so they will have to put the generator under a specific load test while isolating the building to find the cause. This dip in power damaged several pieces of equipment. This was not a Com Ed issue, but an event the generator suffered while on its weekly run test. This load test will be scheduled soon.

#### Vehicle Maintenance:

- Ladder 86 in the shop.
- U-87 is due for maintenance in the first week of June.



## VILLAGE OF CLARENDON HILLS PUBLIC SAFETY

DATE: May 23, 2025  
To: Village Manager Creer  
From: P. Dalen, Public Safety Director  
Subject: Weekly Activity Report

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### **Meetings and Events**

- Staff is in the process of onboarding several new firefighters.
- Lexipol policy implementation continues.
- I attended the weekly staff meeting.
- The Metro Paramedic contract has been signed. Staff will begin interviews shortly.