



# Village of Clarendon Hills Weekly Manager Reports

**5/30/2025**

- ✓ **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 30, 2025  
**Subject:** Weekly Report

- **Board Meeting** – The next board meeting is Monday, June 16, at 6:30 PM at the Village Hall.
- **Proposed Downtown Plaza** – Listening Session will take place on June 22<sup>nd</sup> from 8:30 AM to 10:30 AM at the Triangle with the Village Hall being a rain location. A banner will be placed in the Triangle the week prior regarding the event. In addition, 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)
- On Thursday AVM Johnson and Director McLaughlin met with the Helm group who installed the new HVAC system at Village Hall about planned maintenance for the new system.
- **Sparrow Coffee**- President Tech, Director Cage and I met with the owner of Sparrow Coffee. Happy to see them start construction this week
- **104 Walker**- President Tech, Director Cage and I met with 104 Walker developer, working to get an RDA for board approval in June.
- **Farmers Market** - The Chamber of Commerce Farmers Market had an excellent turnout this week. 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 30, 2025  
**Subject:** Weekly Report

1. A preconstruction meeting was held for the road improvements that start next week on Chicago Avenue from Golf to the Coe/Norfolk intersection. Please exercise caution when driving in the work zones.
2. Engineering plans were reviewed for Sparrow Coffee. A few minor adjustments were recommended.
3. Flowers were planted in the island at Prospect and Harris.
4. Sod was installed adjacent to the new sidewalk at Village Hall.
5. New parking signs were installed on Oxford as you approach Chicago Avenue.
6. Four trees were planted to replace young trees that did not survive last winter.
7. A fire hydrant was extended to adjust to some grading work on the 300 block of Ridge.
8. Lawn mowing occurred throughout the week.
9. Trees, flowers and sod were watered throughout the week.
10. JULIE locates were performed throughout the week. Water samples were also collected and taken to the lab for testing.
11. Water meter transmitters were replaced based on low battery reads.
12. Crews will be in to read water meters on Sunday, as it is the first day of the month.

## MEMORANDUM

TO: Zach Creer, Village Manager

FROM: Ed Cage, AICP, Community Development Director

DATE: May 30, 2025

RE: Community Development Department Report

1. **Meeting:** Staff in conjunction with the Village President and Village Manager met with the owner and operator of the proposed new Sparrow Coffee location.
2. **Code Enforcement:** The following code enforcement activities occurred this week:
  - 63 Waverly, Demo Inspection occurred.
  - Stonegate Fence, notice went out.
  - Staff working on specific projects.
  - Spoke with our Prosecutor and Adjudicator at length about extreme nuisance properties and different mechanisms we could install in our code with procedures to handle these.
  - 360 blocks of Western Bushes cut.
  - 3 properties range from 258 -269, Grass cut.
  - 401 W. 55<sup>th</sup> Street (Former Tracy's Tavern site), Grass cut
  - Coventry Townhomes, requested for bushes to be cut on their 55th St. sign area. Bushes are growing and limiting line of sight for people turning.
3. **Orientation:** Staff provided an orientation to a prospective new Commission member.
4. **Meeting:** Staff, along with the Village President, Trustee and Village Manager met with a downtown property owner who wants to open and operate a new restaurant.
5. **ZBA/PC:** The ZBA/PC held a special meeting on May 29<sup>th</sup> and recommended approval of the fence text amendment and the 5740 Concord variance request. The two items will now move to the next Village Board agenda for review.

To: Village Manager Creer  
From: Chief E. Leinweber  
Date: May 30, 2025  
Subject: Weekly Activity Report



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**Recent Training, Meetings and Events:**

- New signage was posted on the east side of Oxford at Chicago prohibiting parking, stopping, or standing on school days during drop-off and pick-up times.
- Sergeant Finrock and Officer Franchetti provided "Ride with a Cop to School" escorts to three extremely excited Walker School students.
- Staff attended the send-off celebration for Superintendent of Parks, Mike Fletcher who retired after 32 years of service with the Clarendon Hills Park District.
- The regular school year officially ended today. Prospect Elementary School will be hosting summer session from June 5<sup>th</sup> to June 27<sup>th</sup>. Have a fun and **SAFE** summer everyone!!!

Per Ordinance - pedestrians are required to walk their bikes through the downtown business district.



### **Recent incidents:**

May 23, 10:54pm, officers responded to the parking lot of a multi-unit residential complex on the 5700 block of Holmes Ave for a motor vehicle theft report. The owner parked the vehicle in a marked parking space several hours prior. The vehicle was recovered in Chicago less than 24 hours after being reported stolen. Further investigation by police and prosecution were ultimately declined by the owner.

May 24, 10:38am, a vehicle was stopped for speeding on the three hundred block of Chicago Avenue. Officers determined the driver had a suspended license as well. The driver was cited for speeding and driving while license suspended and released with a mandatory court date. The vehicle was parked legally at the scene.

May 25, 12:12am, officers observed a vehicle traveling E/B on Ogden Ave near Oxford without illuminated taillights as required. Upon stopping the vehicle, officers determined the driver had a suspended license. The driver was cited for improper lighting, driving while license suspended and issued a mandatory court date. A passenger in the vehicle with a valid license took over the driving duties and went on their way.

May 25, 6:56am, officers observed a vehicle traveling at a high rate of speed on S/B on Rte 83 near 55<sup>th</sup> St. Officers initiated a traffic stop near Knollwood Rd, however the driver sped away as the officer was walking up to the vehicle. Further investigation is ongoing.

May 25, 5:12pm, a business on the two hundred block of 55<sup>th</sup> St called to report an intoxicated subject whom management wanted removed from the property. Officers made contact with the subject and advised them they had to leave. Shortly after leaving, the subject returned. Officers advised the subject they would be cited for trespassing. The subject refused to comply and identify himself, obstructing the officers. Officers transported the subject to the station where they were able to determine identity with the assistance of other family members. The subject was cited for trespassing, obstruction, assault on officers and released with a mandatory court date. A no-trespassing notification form was also served to the subject banning them from the business property.

May 26, 5:48pm, officers responded to a residence for the report of criminal damage to property. The resident advised that siding on the home was damaged and believed the damage was caused by cans of pop being thrown at the home. The resident suspected the pop cans were thrown by someone attending a party next door. Officers are investigating the incident.

May 7, 10:46pm, a vehicle was stopped for having suspended registration while traveling on Ogden Ave near Oxford. Officers determined the driver also had a suspended license. Citations for operating a motor vehicle with suspended registration and driving while license suspended along with a mandatory court date were issued. The vehicle was left parked on private property and the driver was released.

May 27, 11:06pm, a vehicle was stopped on the 200 block N. Richmond for the registered owner having a suspended driver's license. Officers determined the vehicle was subject to forfeiture due to the nature of the driver's license suspension. A citation for driving while license suspended and mandatory court date were issued, and the driver was released. The vehicle was towed from the scene and submitted for seizure.

**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 29, 2025**  
**Subject: Weekly Department Report**

### Fire Prevention Bureau Activity.

- The Fire alarm inspections were scheduled for June 16<sup>th</sup> for village buildings.
- Ongoing work installing the new fire alarm at the Reserves Townhomes.

### Quarter Master:

- New team members' uniforms were picked up this week.

### Emergency Medical Services Report:

- EMS crews are preparing for the upcoming summer and the emergencies that summer brings.

### 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:

- Assistant Training Officer Dale Penn presented the tools training module for eight team members this week.

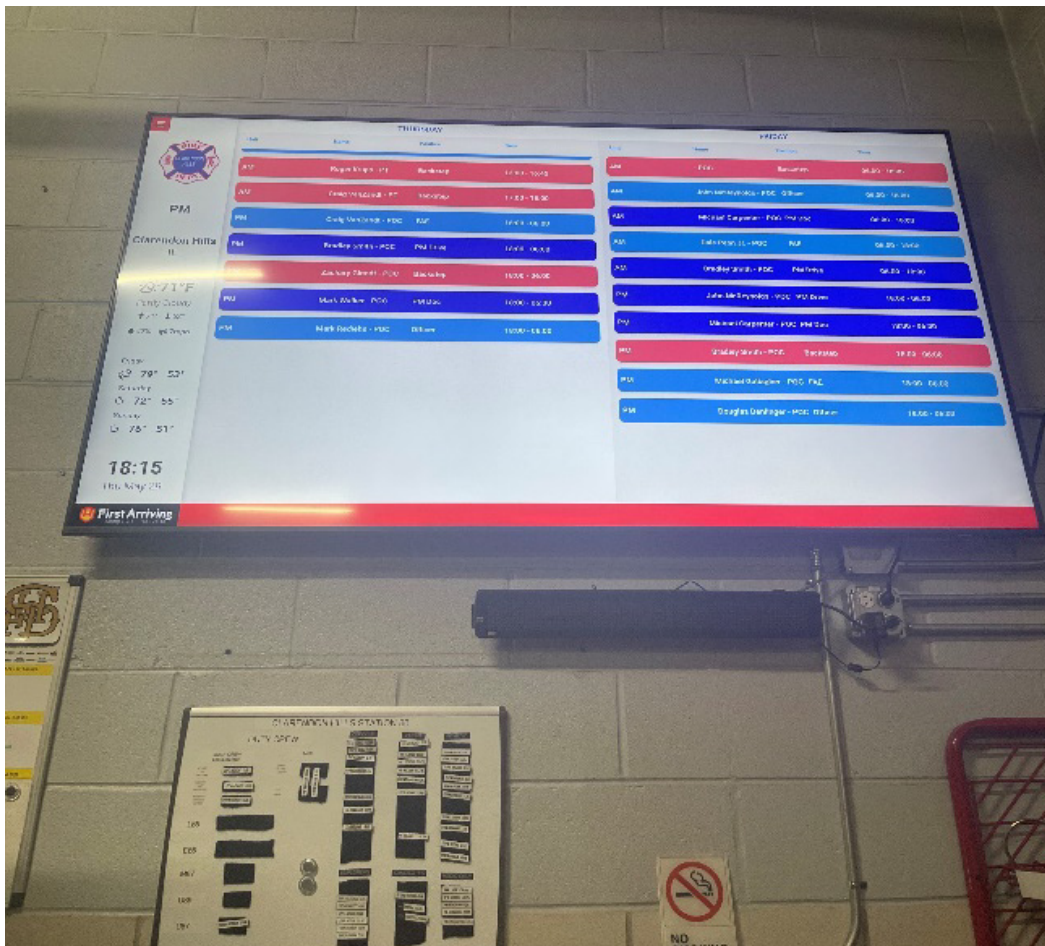
### New Employees:

- Paramedic Ashley Shine and FF/PM Brian Sanchez joined our team and are finishing up orientation next week.
- Another team member will be starting orientation next week.
- The Director of HR and I have spent a lot of time onboarding new employees. We have several new employees starting soon.



## Station Maintenance:

- An Electrician is working with our generator vendor on an error with the generator during its weekly run. GenServe has ordered parts for the maintenance on our generator, which is scheduled for a tune-up soon.
- Bay doors received their annual service.
- The First Arriving Message boards have been put into service for our team members to use during their tours. This system provides a wide range of operational information, including our incoming calls. It gives the following details: Type of call, address, routing directions, units due, and a photo of the location. FF/PM John McReynolds did a great job completing this project



## VILLAGE OF CLARENDON HILLS PUBLIC SAFETY

DATE: May 30, 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.
- Staff has been conducting employee interviews.

ACS FINANCIAL SYSTEM  
05/29/2025 11:21:11

Claims Register

VILLAGE OF CLARENDON HILLS  
GL050S-V08.22 COVERPAGE  
GL540R

Report Selection:

RUN GROUP... 060225 COMMENT... IPBC JUNE

DATA-JE-ID	DATA COMMENT
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M-06022025-421 IPBC JUNE

Run Instructions:

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

Claims Register  
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CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P	ID	LINE
	INTERGOVERNMENTAL PERSON	42399							
	LIBRARY HEALTH/LIFE INS	3,318.33	DUE FROM CH LIBRARY	01.000.1340				421	00009
	LIBRARY DENTAL INS	181.40	DUE FROM CH LIBRARY	01.000.1340				421	00019
	RETIREE HEALTH INS	2,019.92	RETIREE/COBRA INSURANCE	01.000.1375				421	00010
	RETIREE DENTAL INS	590.79	RETIREE/COBRA INSURANCE	01.000.1375				421	00020
	SUPP LIFE INS	148.45	EMPLOYEE SUPP. INS. CONT	01.000.2031				421	00024
	WEX & COMPSYCH FEES	228.11	EMPLOYEE HEALTH & SAFETY	01.510.4115				421	00023
	HEALTH/LIFE INS	4,676.37	HEALTH/DENTAL INSURANCE	01.510.4120				421	00001
	DENTAL INS	260.25	HEALTH/DENTAL INSURANCE	01.510.4120				421	00012
	HEALTH/LIFE INS	4,481.71	HEALTH/DENTAL INSURANCE	01.512.4120				421	00002
	DENTAL INS	192.78	HEALTH/DENTAL INSURANCE	01.512.4120				421	00013
	PSEBA	2,130.43	PSEBA	01.520.4117				421	00004
	HEALTH/LIFE INS	20,628.57	HEALTH/DENTAL INSURANCE	01.520.4120				421	00003
	DENTAL INS	952.52	HEALTH/DENTAL INSURANCE	01.520.4120				421	00014
	HEALTH/LIFE INS	4,492.00	HEALTH/DENTAL INSURANCE	01.530.4120				421	00005
	DENTAL INS	106.03	HEALTH/DENTAL INSURANCE	01.530.4120				421	00015
	HEALTH/LIFE INS	7,516.05	HEALTH/DENTAL INSURANCE	01.540.4120				421	00006
	DENTAL INS	394.32	HEALTH/DENTAL INSURANCE	01.540.4120				421	00016
	HEALTH/LIFE INS	4,375.88	HEALTH/DENTAL INSURANCE	01.550.4120				421	00007
	DENTAL INS	183.14	HEALTH/DENTAL INSURANCE	01.550.4120				421	00017
	HEALTH/LIFE INS	3,375.30	HEALTH/DENTAL INSURANCE	20.560.4120				421	00008
	DENTAL INS	165.28	HEALTH/DENTAL INSURANCE	20.560.4120				421	00018
	RETIREE HEALTH INS	2,788.11	RETIREE/COBRA INSURANCE	71.000.1375				421	00011
	RETIREE DENTAL INS	192.78	RETIREE/COBRA INSURANCE	71.000.1375				421	00021
	RETIREE DENTAL INS	96.39	RETIREE/COBRA INSURANCE	72.000.1375				421	00022
		63,494.91	*TOTAL						
		63,494.91	**CLAIMS TOTAL						

Claims Register  
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CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P ID LINE
REPORT TOTALS:		63,494.91					

RECORDS PRINTED - 000024

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
----	-----	
01	GENERAL FUND	56,877.05
20	WATER FUND	3,540.58
71	POLICE PENSION FUND	2,980.89
72	FIREMEN PENSION FUND	96.39
TOTAL ALL FUNDS		63,494.91

BANK RECAP:

BANK	NAME	DISBURSEMENTS
----	-----	
BANK	CLARENDON HILLS BANK	63,494.91
TOTAL ALL BANKS		63,494.91

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

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

ACS FINANCIAL SYSTEM  
05/29/2025 11:21:10

Claims Register

VILLAGE OF CLARENDON HILLS  
GL050S-V08.22 COVERPAGE  
GL540R

Report Selection:

RUN GROUP... 052528 COMMENT... CLAIMS WEEK OF 5/29

DATA-JE-ID	DATA COMMENT
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D-05292025-426 CLAIMS WEEK OF 5/29

Run Instructions:

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

Claims Register  
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CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P	ID	LINE
002025	DUPAGE COUNTY COLLECTOR	19672							
	24' PROP TAX 1ST INSTALL	774.80	CAPITAL OUTLAY - LAND	08.590.4425	0911300002 202			426	00001
	24' PROP TAX 1ST INSTALL	3,849.90	CAPITAL OUTLAY - LAND	08.590.4425	0911300003 202			426	00002
		4,624.70	*TOTAL						
		4,624.70	**CLAIMS TOTAL						
2025	MUNICIPAL GIS PARTNERS I	58951							
	GIS MAPPING SERVICES	1,036.00	OTHER PROFESSIONAL SERVI	01.550.4207	8468			426	00003
	GIS MAPPING SERVICES	1,036.00	OTHER PROFESSIONAL SERVI	01.550.4207	8469			426	00004
		2,072.00	*TOTAL						
		2,072.00	**CLAIMS TOTAL						



Claims Register  
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CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P	ID	LINE
REPORT TOTALS:		6,696.70							

RECORDS PRINTED - 000004

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
----	-----	
01	GENERAL FUND	2,072.00
08	TIF FUND DT	4,624.70
TOTAL ALL FUNDS		6,696.70

BANK RECAP:

BANK	NAME	DISBURSEMENTS
----	-----	
BANK	CLARENDON HILLS BANK	6,696.70
TOTAL ALL BANKS		6,696.70

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

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