



# Village of Clarendon Hills

## Weekly Manager Reports

**6/6/2025**

- 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:** June 6, 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)
- **Pension Funding**- Director Potempa and I met and reviewed the actuary report with the Village's actuary for the two public safety pensions.
- **Legal Review**- I worked with the Village Attorney to finalize the contract for the new ambulance billing service.
- **Park President**- I attended a meeting with the Park District President Austin, where we reviewed items of mutual interest.
- **Board Room** – The installation of the new monitor in the Board room started on Friday and should be ready to go for the next Board meeting.
- **IPBC Appointment** - AVM Johnson has been appointed to the Village's health Insurance cooperative, IPBC Membership Committee
- **Hokusai Community Partners Event** – AVM Johnson and Chamber Director McDonald attended the DuPage Community Partners Hokusai exhibit event on Wednesday. Clarendon Hills artwork will be unveiled at Daisy Days with the artist Rich Lo doing a presentation on Saturday, June 14, at noon at Village Hall during Daisy Days. Be sure to stop by for a fun coloring activity and artwork giveaway. <https://www.theccm.org/waves-of-dupage>
- **Daisy Dash Planning** – AVM Johnson met with the Police and Public Works Departments along with organizers of the Daisy Dash to review the event map and logistics for the Daisy Dash on Father's Day. <https://www.daisydash.com/>
- **Farmers Market** - The Chamber of Commerce Farmers Market had another 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:** June 6, 2025  
**Subject:** Weekly Report

1. Construction started on the Chicago Avenue Road Project. This project includes removing the turn lane into Notre Dame and creating a four-way stop at Chicago Avenue and Coe Rd/Norfolk. The driveway entrance to Notre Dame will be removed on Monday and with concrete cure time we will have the driveway open no later than Saturday and most likely sooner.
2. Monthly water meter reads were completed on Sunday.
3. On Monday, staff removed and prepped sidewalk squares. They were removed due to trip hazards that are too high to grind or broken.
4. Crews completed landscape restoration from previous infrastructure repairs.
5. Mulching of landscape beds throughout the Business District started.
6. Staff completed inspections, flow tests, EPA water samples and Lead/Copper Monitoring samples.
7. Crews performed tree trimming and tree removals.
8. Minor building maintenance was done at the Village Hall.
9. Line striping continued this week.
10. Minor storm sewer repair was made on 300 block of Ruby.

## MEMORANDUM

TO: Zach Creer, Village Manager  
FROM: Ed Cage, AICP, Community Development Director  
DATE: June 6, 2025  
RE: Community Development Department Report

1. **Sparrow Coffee**: The building permit has now been issued and work on the building interior has started. Staff met with the business owner/operator this week and the project is proceeding forward.
2. **Downtown Business Activity**: Staff has met with two different business owners, who are looking to take over two vacant spaces and open new businesses in the downtown area. The locations of the vacant spaces are on S. Prospect Ave and also on Burlington Ave.
3. **ZBA/PC Meeting**: The regularly scheduled ZBA/PC meeting for June 5<sup>th</sup> was canceled due to the special ZBA/PC meeting that occurred last week. The next ZBA/PC meeting will be a special meeting on June 26<sup>th</sup> due to quorum concerns for the July 4<sup>th</sup> week.
4. **RFP – 316 & 318 Park Ave**: This week was scheduled in the published RFP for specific questions on the 316 and 318 Park Ave RFP. Staff was contacted by a number of developers with questions on the properties relating to parking, infrastructure, timing, easements, etc. The RFP deadline for proposals to be submitted for 316 and 318 Park Ave is June 30, 2025.

**To:** Village Manager Creer  
**From:** Chief E. Leinweber  
**Date:** June 6, 2025  
**Subject:** Weekly Activity Report



**Recent Training, Meetings and Events:**

- Detective Pech attended a class on De-Escalation Tactics at the Homeland Security Training Institute.
- The sergeants and I met for the quarterly department staff meeting.
- Staff hosted a planning meeting with the Father's Day Daisy Dash coordinator at the PD.
- I attended the weekly department head staff meeting.
- I attended the monthly local Police Chiefs meeting in Hinsdale.
- PW Director McGlaughlin, Public Safety Director Dalen, and I attended a product demo at ARX Perimeters, who specialize in event safety equipment.

**Recent incidents:**

May 31, 6:23pm Officers responded to a hit & run crash report at the Lions Club Pool lot. The driver of a vehicle had reportedly crashed into the automatic traffic control arms and fled the scene. Officers located the vehicle and driver nearby. The driver appeared to be having a medical emergency and was transported to the hospital.

June 1, 7:03pm, the driver of a vehicle was stopped and cited on Ogden Ave near Oxford for not having a valid license. The subject was released with a mandatory court date.

June 1, 9:53pm, a vehicle was stopped for speeding while traveling E/B on Chicago Avenue. The driver displayed indicia of alcohol intoxication and refused to comply with the officer's investigation or commands. The driver was ultimately charged with DUI, obstructing/resisting a police officer, speeding and illegal transport of open alcohol.

June 4, 6:51am, officers observed a vehicle traveling on Ogden Ave near Stonegate at a speed well above the posted limit. The driver was cited for misdemeanor speeding and released with a mandatory court date.

June 4, 6:55am, officers observed a vehicle traveling on Rte 83 near 55<sup>th</sup> St at a speed well above the posted limit. The driver was cited for misdemeanor speeding and released with a mandatory court date.

June 4, 12:26pm, a resident came to the station for a theft report. An unknown subject had taken a package that had been delivered to the front door of the residence.

June 4, 7:56pm, a vehicle was stopped for a speeding violation on Chicago Ave near McIntosh. Upon further investigation, officers learned the driver had a suspended license and expired registration. The driver was cited for driving while license suspended, speeding, expired registration, issued a mandatory court date and released.

June 5, 1:05pm, officers met with a resident who reported damage to their vehicle tire while parked in the condo parking lot. The subject was advised by the repair shop that it appeared the tire was slashed.

**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:** June 6, 2025  
**Subject:** Weekly Department Report

### Fire Prevention Bureau Activity.

- The new fire alarm system at the Reserves Townhomes was completed this week.
- Staff worked with the Management of Park Ave. Station Condominiums staff worked on various items at the complex this week.

### Quarter Master:

- New equipment has been ordered for the new team members this week.

### Emergency Medical Services Report:

- The monthly drug check was performed this week.
- Medic 87 responded to its first back-to-back ambulance calls this week.
- One Candidate was registered for the EMT-B course this week.

### Emergency Management Report:

- Nothing to report this week.

### Du-Comm Report:

- Command Zone came out to replace two reader boards in the station's alerting equipment.

### Command Staff Meetings:

- No FD command staff meeting due to schedule conflicts.

### Training:

- Team members conducted training on Wednesday night at 63 Waverly.
- Hinsdale and Tri-State attended training at 63 Waverly this week.
- COFO Fire Officer training is coming to an end this month, and these are the last few classes remaining.

### New Employees:

- Two Firefighter Paramedics are scheduled to start orientation next week.
- Two new hires are completing background checks this week.
- Five other Candidates are being processed at this time, and three more applications came in this week.
- This week, our Candidates for Fire Officer started their testing process with an Orientation to the process.

Station Maintenance:

- GenServe provides quotes for the tune-up and load test for the generator, and that work should be performed soon.
- Plymovent work was scheduled for this week.
- Fire Extinguishers were inspected this week in the village buildings. The Police Station and Fire Station were rescheduled for June 13<sup>th</sup>.
- The Lions Pool Gate was struck by an auto, and we are in the process of making those repairs.



# VILLAGE OF CLARENDON HILLS PUBLIC SAFETY

DATE: June 6, 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.
- I attended the Daisey Dash planning meeting.
- Chief Leinweber, PW Director McLaughlin, and I visited a street closer / perimeter protection systems dealer.