



# Village of Clarendon Hills

## Weekly Manager Reports

**6/13/2025**

- 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 13, 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 this weekend about 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)
- **Daisy Days** - AVM Johnson, Public Works, Police and Fire Departments met with Chamber Director McDonald to discuss and review Daisy Days logistics. Daisy Days starts the annual summer events sponsored by the Chamber with the support of the Village, taking place today (Friday) and tomorrow. Looks like the weather will blow over, so please bring the kids out and enjoy the event and remember to support our local businesses!
- **Hokusai Beautiful Cities Public Art** – The Village along with 20 other Communities is sponsoring this event in conjunction with the College of DuPage Art Museum. The artist Rich Lo will be at **Village Hall at noon on Saturday during Daisy Days** to discuss the topic of Public Art. We have coloring sheets and note pads without art to give away. Please join us at noon at our artwork which is displayed in the northwest train station depot.

<https://www.artclicker.com/wavesofdupage>

- **Contract Firefighter Paramedic** – AVM Johnson, Director Dalen and Chief Godek are conducting interviews for the new Firefighter Paramedic position.
- **IRMA Board Meeting** – AVM Johnson attended the Village's risk management provider's quarterly Board Meeting. Communities voted to raise the minimum deductible which had not been raised in over a decade



- **Downtown Business District Planters** – AVM Johnson and Director McLaughlin met with the English garden to discuss additional planters in the downtown.
- **New Village Hall HVAC Maintenance Agreement** – AVM Johnson, Director McLaughlin and Deputy Director Franco finalized a quarterly maintenance agreement with Helm the company that installed the Village Hall new HVAC units.
- **Joint Chamber & Village Position** – The Village and Chamber are looking for a Communications Intern/Digital Marketing Assistant. The position will be 30 hours a week and perfect for a Marketing student. For more information and to apply please visit the Village website [www.clarendonhills.us/employment](http://www.clarendonhills.us/employment)
- **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.](#)





1 N. Prospect Avenue  
Clarendon Hills, Illinois 60514  
630.286.5415

## MEMORANDUM

**To:** Zachery Creer, Village Manager  
**From:** Maureen B. Potempa, Finance Director  
**Date:** June 13, 2025  
**Subject:** Department Report

1. This week, our accountant, Chandler, attended the Illinois Government Finance Office Association Utility Billing seminar. The seminar featured discussions and shared strategies focused on enhancing customer service, implementing cybersecurity measures to reduce risk, and ensuring legal compliance. Chandler also participated in roundtable discussions on payment collection, providing valuable insights and practical solutions.
2. This is a friendly reminder that any outstanding water bill payments must be received by June 25<sup>th</sup> to avoid additional fees or service disruption.

## MEMORANDUM

**To:** Zachery Creer, Village Manager  
**From:** Brendan McLaughlin, Public Works Director  
**Date:** June 13, 2025  
**Subject:** Weekly Report

1. Construction continued 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 was completed this week and will reopen late today. Curbs are being framed for the new alignment on Chicago Avenue and will be poured next week.
2. Prep work was completed for Daisy Days and the Daisy Dash.
3. Crews were in last weekend to address tree limbs that came down due to winds/storms.
4. A sweep of the village was completed on Monday and Tuesday to collect debris from parkway trees and trim a few broken tree limbs.
5. Beds throughout the downtown were mulched this week.
6. An art piece was installed at the outbound train station for a presentation during Daisy Days.
7. Two days were spent replacing water meter transmitters that had failing batteries.
8. Centerlines and parking spaces were re-striped near the downtown.
9. Utility locates were completed throughout town.
10. Planters and trees were watered throughout the week.
11. A new tree was planted at the Prospect and Harris Island. Additional plantings were added to the bed.

## MEMORANDUM

TO: Zach Creer, Village Manager  
FROM: Ed Cage, AICP, Community Development Director  
DATE: June 13, 2025  
RE: Community Development Department Report

1. **Downtown Business Activity:** Staff have talked with three different businesses about opening at locations on both S. Prospect Ave and Burlington Ave that R-1 zoning would allow.
2. **Meeting:** Staff met with a couple of downtown property owners who are looking into potential new business projects.
3. **Meeting:** Staff and the Fire Chief met with legal counsel regarding code issues.
4. **Code Enforcement:** The following code enforcement activities occurred this week:
  - Adjudication is next Wednesday for three cases with one already in compliance.
  - 291 Columbine, Accessory Structure Fence, Repaired and compliance reached.
  - 218 Woodstock, Multiple IPMC violations, Continued from May hearing.
  - 140 N. Prospect Multiple IPMC violations, Continued from May hearing.
  - Three properties are moving into the July hearing.
  - Staff met with legal counsel about several extreme nuisance properties. We will be exploring making several procedural and code changes to correct these rare situations.
5. **ZBA/PC Special Meeting:** The scheduled next ZBA/PC meeting for July 3<sup>rd</sup> has been canceled due to the holiday and a special meeting on June 26<sup>th</sup> will occur in its place. There is a public hearing scheduled for the rezoning of 153 Norfolk from P-I Public institutional to R-1 Single-Family Residential.

To: **Village Manager Creer**  
From: **Chief E. Leinweber**  
Date: **June 13, 2025**  
Subject: **Weekly Activity Report**



**Recent Training, Meetings and Events:**

- The department hosted a 32-hour NEMRT class on Supervising and Managing the Field Training Process.
- The third weekend of fire department "COFO" training was held at the PD training room.
- Staff met to review and finalize plans for the Daisy Days weekend festivities.
- I attended the Chiefs Operations Committee meeting at DU-COMM.
- Officer Franchetti and Sergeant Finfrock gave a babysitting safety presentation to a group of students at CHMS.



**Recent incidents:**

June 7, 6:29am, officers stopped a vehicle for speeding while W/B on Ogden Ave near Woodstock. Further investigation revealed the driver was never issued a license to operate a motor vehicle. Citations for speeding and no valid license were issued, and the driver was released with a mandatory court date.

June 8 4:29pm, officers responded to the area of N/B Rte 83 near 55<sup>th</sup> St for the report of a hit & run vehicle accident. Upon arrival, the caller advised officers another vehicle hydroplaned in the rain and struck the caller and then continued without stopping to exchange information. Further investigation by patrol is ongoing.

June 10, 8:40, a vehicle was stopped for having suspended registration while traveling on 58<sup>th</sup> St near Holmes Avenue. Further investigation revealed the driver's license was revoked and they were unable to provide proof of insurance for the vehicle. Citations for operating an uninsured motor vehicle, operating a vehicle while registration suspended and driving while license revoked were issued. The driver was released with a mandatory court date. The vehicle was towed from the scene and submitted for seizure.

June 11, 4:06pm, a resident met with officers at the station for an identity theft report. An unknown subject had used the victim's credit card info to unlawfully purchase a laptop at a Best Buy store. Officers are investigating further.

**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 13, 2025  
**Subject:** Weekly Department Report

### Fire Prevention Bureau Activity.

- The new fire alarm system at the Reserve's Townhomes was completed this week.
- On Thursday, I met with the apartment management about their fire alarm maintenance, and this should be done by Friday.
- The fire inspections at Hinsdale Golf Club had to be canceled this Wednesday due to a plumbing emergency in the building.
- This Tuesday, I contacted an apartment owner about a fire alarm and fire violation.

### Quarter Master:

- Nothing to report this week.

### Emergency Medical Services Report:

- No Loyola EMS training in June since it's an off month.
- EMS Coordinator McReynolds performed EMS training with our five Candidates on Wednesday.

### Emergency Management Report:

- FF/PM Matt Ladniak will be meeting with us to present ideas for the EOC upgrade.

### Du-Comm Report:

- I placed a work ticket for a ticket board for the Pervis system.
- Du-Comm Fire Operations and Chief Operations were this week.
- We received 21 new Starcom batteries for existing fire portable radios.
- New Starcom portable radios should start rolling out in late July 2025.

### Command Staff Meetings:

- No FD command staff meeting due to schedule conflicts.

### Training:

- Three POC's and five Candidates participated in the drill on Wednesday night.

### New Employees:

- Two Firefighter Paramedics are scheduled to start orientation next week.
- One Candidate will be EMS testing next week, and another will be EMS testing on June 30th.
- Three other Candidates are being processed currently and are in background checks.
- This week, our Candidates for Fire Officer started their testing process with an Orientation to the process.

Station Maintenance:

- GenServe was here to tune up the generator and perform a load test.
- Pavement 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 repaired, and we are in the process of getting a quote for new control arms after they have been hit; they don't perform the same.

**HAPPY DAISY DAYS. HAVE A HAPPY AND SAFE WEEKEND!!**

