



# Village of Clarendon Hills

## Weekly Manager Reports

**6/20/2025**

- 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 20, 2025  
**Subject:** Weekly Report

- **Board Meeting** – The next board meeting is Monday, July 21, 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)
- **District 3 Meeting with County Board members**- On Thursday Afternoon, President Tech and I attended a meeting with local Mayor/Managers and DuPage County Board items to review items of mutual interest.
- **Daisy Days and Daisy Dash** -The events last weekend were enjoyed by everyone. Thankfully, after what started out with a little rain on Friday, the weather was perfect. We appreciate the Chamber of Commerce for hosting such a wonderful Daisy Days event and the Daisy Dash organization for the Father's Day tradition run. A big shoutout to our Public Works, Police, Village staff, and Fire department members who assisted in making sure these events were set up, taken down, cleaned up, and that our residents were safe and well taken care of.
- **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 is 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)
- **Metro Paramedic** – AVM Johnson, Director Dalen and Chief Godek continued interviews this week for the recently created Metro Paramedic contract position.
- **Chamber All Member Meeting** – AVM Johnson attended the Chamber all member meeting on Wednesday. The Chamber Board has issued a statement in support of the concept of a proposed downtown plaza. <https://www.clarendonhillschamber.com/plaza-statement>
- **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 20, 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 curb line on Chicago Avenue was poured this week. Excavation started for the curbline that extends east toward Norfolk and then south onto Norfolk. This area will have concrete installed next week. Once that is completed, they can move to pouring the road panels at that intersection.
2. Contractors performed the removal of Well 7's casings and pump this week. Camera inspection is the next step and then they will move to encapsulate the well shaft to protect the aquifer.
3. Staff was in Friday night, all day Saturday and then Sunday morning to support Daisy Days and the Daisy Dash. Additional time was spent on Monday collecting barricades and performing more cleanup.
4. Crews came in on Wednesday night to address the heavy downpours. Minor street flooding occurred. A portion of Burlington was closed as Blue Lake was challenged to accept more water.
5. Drainage work was performed this week for a storm sewer pipe that had a gas line bored through it. Some additional ditching work was completed on Grant.
6. Beds throughout the Downtown were watered multiple times.
7. Utility locates were completed throughout town.
8. Water samples were collected and taken to the lab for testing.
9. Tree trimming and removals occurred this week.
10. Planters and trees were watered throughout the week.
11. Stump grinding occurred on Friday.

## MEMORANDUM

TO: Zach Creer, Village Manager  
FROM: Ed Cage, AICP, Community Development Director  
DATE: June 20, 2025  
RE: Community Development Department Report

1. **Meeting:** Staff met with a downtown building owner about their new planned business.
2. **Meeting:** Staff and the Village President met with a downtown business owner and discussed their business improvements.
3. **Code Enforcement:** The following code enforcement activities occurred this week:
  - Staff are working on several Code Enforcement cases within the Adjudication system at the following locations:
    - 117 N. Prospect. (With legal team)
    - 140 N. Prospect.
    - 218 Woodstock.
  - Adjudication hearing was held this week for:
  - 79 Norfolk Accessory Structure / Demolition was completed and compliance reached.
  - 140 N. Prospect, Multiple Violations, no show, and the case was moved to another venue for compliance.
  - 218 Woodstock, Multiple Violations, case continued into another venue for compliance.
4. **ZBA/PC Special Meeting:** The next ZBA/PC special meeting is scheduled for June 26<sup>th</sup>. The items on the agenda are a rezoning to single-family for 153 Norfolk, concept plan review for 104 Walker, and a couple of minor subdivisions.

**To:** Village Manager Creer  
**From:** Chief E. Leinweber  
**Date:** June 20, 2025  
**Subject:** Weekly Activity Report



#### **Recent Training, Meetings and Events:**

- Last weekend's Daisy Days Festival and Father's Day Daisy Dash were a big success and largely uneventful from a public safety standpoint.
- Fire alarm equipment testing was completed at the PD this week.
- Detective Pech completed Taser Instructor recertification training.
- Officer Franchetti and Sergeant Finfrock gave a safety presentation at the Clarendon Hills Park District.
- The department assisted with traffic control for the annual Corpus Christie Walk from St. Isaac Journeys in Hinsdale to Notre Dame in Clarendon Hills.
- I attended the weekly department head staff meeting.
- The entry level police officer exam will take place at the Village Hall tomorrow at 8:00am.

#### **Recent incidents:**

June 14, 11:00am, officers responded to the call of a domestic dispute between family members. No injuries were reported or observed. Officers were able to diffuse the situation, and the parties involved agreed to separate. Advice and domestic related resources were provided.

June 14, 4:26pm, officers responded to the third-party call of a domestic dispute alleged to be taking place in a neighboring unit. While enroute to the location, officers observed the subjects of the call walking down the street together. Officers spoke with the subjects and determined neither party was injured, and the argument was over phone messages. Advice and domestic related resources were provided.

June 15, 4:47pm, the owner of a business came to the station to report that a former employee had allegedly scheduled clients without permission, essentially stealing from their business. The business owner advised they are in the process of seeking civil restitution and did not wish to pursue further investigation at this time.

June 16, 6:46am, officers responded to the report of a domestic dispute between romantic partners. The subjects had been arguing over a damaged laptop computer and some other missing items. One of the subjects involved appeared to be suffering from a mental health crisis and was ultimately transported to the hospital for further assistance. During the course of investigation, the same subject reported they were sexually assaulted a few years prior in Colorado. Officers notified the out of state

agency of the reported assault for follow-up investigation on their end. Advice and domestic related resources were also provided.

June 19, 11:33am, a subject involved in a previously reported domestic dispute came to the station and was served by officers with Order of Protection paperwork.

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

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



## MEMORANDUM

**To:** Zachery Creer, Village Manager  
**From:** Fire Chief David Godek  
**Date:** June 20, 2025  
**Subject:** Weekly Department Report

### Fire Prevention Bureau Activity.

- The new fire panel is being planned for the 288 Oxford Apartment building. This week, I have been working with the owner and vendor to initiate this project.
- On Thursday, I contacted Clarendon Crossings about their fire alarm that needs to be serviced.
- On Monday, I contacted Clarendon Apartment Homes about their fire alarm that needs to be serviced.

### Quarter Master:

- Polo shirts ordered for new team members.

### Emergency Medical Services Report:

- Two of our providers are going through IDPH re-licensure.
- New cardiac monitor batteries were ordered and placed into service this week.
- Zoll Medical came out this week and showed us the new cardiac monitor to replace our X-Series.
- Finance Director Potempa and I met with Paramedic Billing Service via Webex in a kickoff meeting to start the process of changing medical billing companies.

### Emergency Management Report:

- Next week, we will meet to review the equipment and set up of the EOC, freshen it up, and upgrade any necessary equipment. The overall goal is to make it more efficient.

### Du-Comm Report:

- The work ticket was placed to repair an item in our Pervis system, and we are just waiting for the work to be completed.

### Command Staff Meetings:

- No FD command staff meeting due to schedule conflicts.
- The Plaza Listening Session is scheduled for this upcoming Sunday.
- Staff will be meeting with Hinsdale Golf Club next week about the upcoming July 4<sup>th</sup> fireworks and July 12<sup>th</sup> Swim Championships events.
- Staff debriefed the FD operations this year at Daisy Days on changes for 2026.

Training:

- Three POC's and five Candidates participated in the drill on Wednesday night.
- Training smoke fluid was ordered and received this week, and one case was delivered to Hinsdale FD because we used theirs at our last training structure.
- A Honda Generator was purchased for Engine and Training use.
- Company Officer Fire Officer training will conclude this Sunday.

New Employees:

- Two Firefighter Paramedics started in our onboarding and orientation this week.
- Two Firefighter Paramedics are scheduled for EMS system entry on June 27<sup>th</sup>.
- Two Single Role Paramedics are continuing their onboarding training this week.
- We continue to process new candidates in our pipeline.
- One application was received this week.

Building Maintenance:

- GenServe performed a tune-up on the FD Generator and replaced two parts. The 2025-2026 maintenance agreement was signed for all village buildings.
- The Plymovent system was repaired this week at FD.
- All village buildings' fire alarms have been inspected for 2025. The new gate arms have been ordered for the Lions Pool Gate.
- 2025 Sprinkler inspections will be scheduled soon.
- Fire extinguishers that went out for service should be coming back soon.

Vehicle Maintenance

- Ladder 86 is out of service and expected back in approximately one week.
- Ladder 86 annual maintenance was scheduled for 2025.
- Medic 87 is out of service at Freightliner and is due back on Friday pending one part.
- Both Medic units are due for their second Safety Lane inspection in July.



# VILLAGE OF CLARENDON HILLS PUBLIC SAFETY

DATE: June 20, 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.
- I attended the ISP intelligence meeting regarding ongoing global tensions.
- Staff conducted interviews to fill the Metro contract position.
- I am still working on staff issues.