



# Village of Clarendon Hills Weekly Manager Reports

**6/27/2025**

- ✓ **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 27, 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** – Staff was present at the Sunday Listening Session. Staff updated the webpage with information about this project and additional frequently asked questions. The page can be accessed at [www.clarendonhills.us/plaza](http://www.clarendonhills.us/plaza). I appreciate Staff giving up their time with their families to be there to support the Village Board.
- **Dancin' in the Street** -This event kicked off on Wednesday, and although it was hot it had good attendance. The Chamber of Commerce has 5 more concerts planned for the summer. Our Public Works staff and Officers did another great job assisting with this event.
- **District 2- DMMC-** I attended the bi-annual meeting with our District 2 county board representatives.
- **Westmont Manager-** I met with Manager Gunther from the Village of Westmont about possible shared services
- **Rental Registry-** I held a kick-off meeting for the new rental registry program to start the initial registrations effective January 1<sup>st</sup>.
- **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** – An offer has been made and accepted. The candidate is expected to start mid July.
- **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 27, 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 Norfolk up to the Chicago Avenue radius was poured this week. The street panel on Norfolk south of Chicago was poured on Friday. The second half of that panel and the sidewalk squares will be poured on Monday.
2. Contractors performed a camera inspection of the well hole at Well 7 this week. The first layer of backfill was placed in the well shaft. This work will continue next week.
3. Staff worked on Dancin' in the Street on Wednesday and the Farmers Market on Thursday.
4. Two concrete panels were removed adjacent to Mycroft Row to bring the sidewalk to a proper grade for the new sidewalk the developer will be installing.
5. Drainage work was performed this week on Grant.
6. Beds throughout the Downtown were watered multiple times.
7. Utility locates were completed throughout town.
8. Red tags were delivered on Friday for customers who had not paid their water bill.
9. Remote read transmitters were replaced on homes where the battery was failing.
10. Construction debris was hauled to the dump.
11. Crews collected additional branches that came down in the high winds.
12. Our contractor performed tree removals this week. They will be returning to grind the stumps and then public works staff will dirt and seed the area.
13. Newly planted trees were watered throughout the week.
14. In-house stump grinding occurred for trees removed by our crews.

## MEMORANDUM

TO: Zach Creer, Village Manager  
FROM: Ed Cage, AICP, Community Development Director  
DATE: June 27, 2025  
RE: Community Development Department Report

1. **RFP:** The RFPs for 316 and 318 Park Ave are due to be submitted on June 30<sup>th</sup>. Staff has discussed the RFP requirements and exhibits with a number of developers and potential applicants this week.
2. **Meeting:** Staff had a meeting with a developer who is looking into a project in the downtown area.
3. **Code Enforcement:** The following code enforcement activities occurred this week:
  - Staff are monitoring several special projects.
  - Staff are working on reviewing possible village code changes in the process of upgrading from the current ICC 2015 code.
  - Five notices were sent out for possible work without permits.
  - 440 Naperville Drainage issue, Staff are reviewing submitted plans and this will require further inspection.
  - Preparing code cases for July Adjudication hearing.
  - Staff attended the weekly meeting to discuss ongoing projects.
  - Staff met about rental inspection program.
4. **ZBA/PC Special Meeting:** The ZBA/PC special meeting took place on June 26<sup>th</sup>. This meeting was moved up to avoid any conflicts with the July 4<sup>th</sup> holiday. The ZBA/PC recommended approval of the rezoning/map amendment to R-1 Single-Family for 153 Norfolk Ave. A plat of consolidation and a plat of subdivision received recommended approval. The Concept Plan PUD review for 104 Walker and 301 Park Ave was on the agenda and there are a number of areas/issues for the petitioner to focus on from the ZBA/PC before the next step of a public hearing can occur.

**To:** Village Manager Creer  
**From:** Chief E. Leinweber  
**Date:** June 27, 2025  
**Subject:** Weekly Activity Report



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**Recent Training, Meetings and Events:**

- On Sunday morning, Sgt Finrock and I attended the plaza project listening session in the business district triangle.
- I attended a staff meeting to debrief the plaza project listening session.
- Fire Chief Godek, Public Safety Director Dalen and I met with FF Ladniak to assess the Village EOC equipment and protocol.
- I attended the weekly staff meeting at Village Hall.
- Fire Chief Godek, Public Works Director McLaughlin, Sgt Finrock, and I met with staff from the HGC to discuss plans for their July 4<sup>th</sup> fireworks and July 12<sup>th</sup> Championship swim meet.

**Recent incidents:**

June 20, 1:08pm, officers responded to a multi-unit residential complex for the report of a domestic dispute. Once on scene, officers determined the dispute was verbal and were able to mediate the situation. One of the parties involved was exhibiting signs of a mental health crisis and was transported to the hospital for further assistance.

June 20, 2:59pm, officers responded to a residence for the report of a subject suffering from a mental health crisis. The subject was assisted and transported to the hospital for further assistance.

June 20, 9:34pm, officers responded to the business on the three hundred block of Holmes Ave for the report of a disturbance. Upon arrival, it was determined the subjects involved were arguing over previous damage to one of their vehicles. Officers were able to mediate and separate the parties, who agreed to manage the situation at a later date.

June 21, 12:02am, a resident on the two hundred block of Powell was cited under local ordinance for a loud noise complaint.

June 22, 3:50pm, officers responded to a delayed domestic batter report that occurred at a multi-unit residential complex on the 5800 block of 58<sup>th</sup> St. Officers were advised that the parties were no longer on scene but were communicating with one of the parties involved via cell phone. The couple was located by police in another jurisdiction who observed signs of a physical battery to one of the parties. The suspected offender was taken into custody and charged with two counts of domestic battery.

June 22, 10:24pm, officers responded to a residence for the report of a subject suffering from a mental health crisis. The subject was assisted and transported to the hospital for further assistance.

June 23, 7:34pm, officers stopped a vehicle for having suspended registration while traveling S/B on Rte 83 near Chicago Ave. The driver had a suspended license and was unable to provide proof of insurance. The driver was cited for suspended registration, driving while license suspended, operating an uninsured motor vehicle and released with a mandatory court date. The vehicle was towed from the scene.

June 24, 4:55am, officers stopped a vehicle for having suspended registration while traveling on Ogden Ave near Coe Rd. Officers determined the driver was never issued a valid license. The driver was cited for suspended registration, no valid license, and released with a mandatory court date.

June 25, 4:30pm, officers were flagged down by passers by regarding a subject slumped over the wheel and then attempting to drive away near Park and Eastern Ave. The vehicle was located and spoke with the driver who exhibited indicia of alcohol intoxication. The driver was taken into custody and charged with DUI, BAC over 0.08, illegal transportation of alcohol, operating an uninsured motor vehicle and released with a mandatory court date. The vehicle was towed from the scene.

June 26, 1056pm, officers responded to the back yard of a residence on Fairview Ct for the report of suspicious persons. The resident advised a subject was knocking at their back door saying they were attacked. Officers located the subject in question and her alleged attacker and determined the two had been in a domestic related struggle. The incident began at a residence on Jackson in Hinsdale and spilled over into the caller's back yard. One of the subjects had signs of physical injury to their face. The suspected offender was taken into custody and charged with two counts of domestic battery.

**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 27, 2025**  
**Subject: Weekly Department Report**

### Fire Prevention Bureau Activity.

- I'm working with 288 Oxford Apartments on getting an alarm company for a new fire panel.
- On Thursday, I met with the Park Willow Association president about the fire alarm that's in normal test mode dispatch.
- On Monday, the Clarendon Apartment Homes fire alarm was fixed.
- On Friday, I met with a potential bakery operator to discuss entering a downtown space and the requirements.
- On Thursday, I contacted Johnson Controls about the Keltron fire radio for the AED cabinet at the Train Depot.

### Quarter Master:

- Polo shirts were dropped off at the embroidery shop.
- New team members have been laced in turnout gear.
- I'm putting a list together of surplus equipment, and out-of-date turnout gear is part of that.
- Staff are putting information together to purchase new fire hose nozzles.
- A Honda Generator was purchased and placed on the Rescue Engine. This can be used for calls or fire training.
- Liquid theater smoke fluid was purchased and delivered to Hinsdale FD, which we used at our last training.
- Several workspaces at FD were organized this week.
- Paper goods were ordered and received this week.

### Emergency Medical Services Report:

- Du-Comm completed Medic 87 final dispatch programming on Thursday.
- Both Medic units were taken in for their six-month safety lane inspection this week.
- Medic 87 returned from Freightliner this week.

### Emergency Management Report:

- This Wednesday, Public Safety Director Dalen, Police Chief Leinweber, FF/PM Ladniak, and I met about EOC operations. We also reviewed all the equipment and our next steps moving forward with the EOC. We will be upgrading equipment, operational plans, and staffing.

### Du-Comm Report:

- This week, I worked with Du-Comm and ACDC on our vehicle programming and corrected a response issue.

#### Command Staff Meetings:

- A FD staff meeting was held this week to discuss our weekly agenda items and progress.
- Staff attended the weekly Building Development meeting to discuss ongoing projects and maintain workflow.
- Staff met with Hinsdale Golf Club next week about the upcoming July 4<sup>th</sup> fireworks and July 12<sup>th</sup> Swim Championships events.
- I met with a possible downtown business owner at a location to discuss requirements.
- On Friday, I met with Hinsdale Fire Chief and discussed operational changes and July 4<sup>th</sup> activities in Hinsdale and July 4<sup>th</sup> and July 12<sup>th</sup> events in Clarendon Hills.

#### Training:

- Five Candidates participated in the drill on Wednesday night. Outdoor ladder training was cut short by rain.
- Live fire training will be held on Monday.
- Company Officer Fire Officer training will conclude this Sunday. Members who have now completed the course will take the two other required courses to complete the requirements.
- FAE students will have until November 2025 to complete OSFM testing. Students who cannot complete the course will be required to retake it.

#### New Employees:

- One Firefighter Paramedic started in our onboarding and orientation this week.
- We continue to process new candidates in our pipeline.
- Two applications were received this week.

#### Building Maintenance:

- Sprinkler system inspections will be scheduled soon.
- The new gate arms have been ordered for the Lions Pool Gate.

#### Vehicle Maintenance

- Ladder 86 is out of service and expected back this Friday.
- Engine 86 light tower came in this week and will be installed once Ladder 86 is back in service.
- Medic 86 annual maintenance list for 2025 was completed. We will rotate Medic units to complete this service.



## VILLAGE OF CLARENDON HILLS PUBLIC SAFETY

DATE: June 27, 2025  
To: Village Manager Creer  
From: P. Dalen, Public Safety Director  
Subject: Weekly Activity Report

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### **Meetings and Events**

- Staff met to discuss EOC improvements and training.
- Staff is in the process of onboarding several new firefighters.
- Lexipol policy implementation continues.
- I attended several staff meeting.
- Staff is preparing for the 4<sup>th</sup> of July fireworks display.
- Metro applicants are in the process of being vetted.
- I am still working on staff issues.