



# Village of Clarendon Hills Weekly Manager Reports

**7/25/2025**

- ✓ **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:** July 25, 2025  
**Subject:** Weekly Report

- **Board Meeting** – The next board meeting is Monday, August 18<sup>th</sup>, at 6:30 PM at the Village Hall.
- **Du-Comm**- I represented the Village at the quarterly Du-Comm Board meeting.
- **Dancin' in the Street** – Just two more Wednesday nights left, for this Chamber of Commerce event. Listen to “The Wayouts” July 30<sup>th</sup> and “Big Suit” on August 6<sup>th</sup>!
- **Farmers Market** - The Chamber of Commerce Farmers Market was a warm one this week; thankfully, the vendors held out until at least noon. This event 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. <https://www.clarendonhillschamber.com/>

## MEMORANDUM

**To:** Zachery Creer, Village Manager  
**From:** Brendan McLaughlin, Public Works Director  
**Date:** July 25, 2025  
**Subject:** Weekly Report

1. STORM DEBRIS – A significant storm came through on Thursday afternoon. Crews responded and cleared any limbs that were blocking streets or driveways that afternoon/evening. On Friday, crews began a sweep of the town. As of noon, we anticipate completing the sweep today.
2. Construction continued on the Chicago Avenue Road Project. The final concrete pours were completed on Friday, including a bad panel at the intersection of Chicago and Tuttle. The fresh concrete was plated for the weekend, and the plates will be removed on Monday.
3. Contractors finished the decommissioning of Well 7 this week. Restoration work is scheduled for next week.
4. Staff worked on Dancin' in the Street on Wednesday and the Farmers Market on Thursday.
5. Stump holes were worked on to remove the grindings, add dirt and seed, and then straw.
6. A section of bad storm pipe was repaired on Grant.
7. Ditching work started on Burlington.
8. Beds throughout the Downtown were watered multiple times.
9. Utility locates were completed throughout town.
10. Remote read transmitters were replaced on homes where the battery was failing.
11. Water samples were collected and taken to the lab for analysis.
12. Fire hydrant flushing started north of the tracks. Flushing will continue throughout August on Mondays, Tuesdays, and Thursdays.
13. Additional trees were evaluated for removal.

## MEMORANDUM

TO: Zach Creer, Village Manager  
FROM: Ed Cage, AICP, Community Development Director  
DATE: July 25, 2025  
RE: Community Development Department Report

1. **Sparrow Coffee:** The Sparrow project at 100 Park Ave has started exterior construction work on their building this week.
2. **Business Meeting:** Staff had an on-site meeting with the owners of the Village Gourmet about the TIF Aesthetic Grant and the parameters of that program.
3. **Code Enforcement:** The following code enforcement activities occurred this week:
  - 250 50 Norfolk- Tree removed.
  - 10 Gilbert- Weeds, contacted the owner by email about the violation.
  - 540 Chase- Structural issue, permit not pulled yet for repair.
  - Burlington @ Iroquois- Line of site notice sent.
  - 57<sup>th</sup> @ Holmes-Line of site notice sent.
  - 57<sup>th</sup> @ Holmes-Line of site notice sent.
  - 119 Iroquois- Notice sent for dead tree and address violation.
  - 415 Ruby- Tall weeds- General Contractor called.
  - 260 Oxford- Weeds notice sent.
  - 400 Western- Garbage cans removed from the parkway.
  - 288 Oxford- Bed Bug issue, Staff worked with the Health Department and noticed the owner.
  - 104 Walker – Tall weeds, notified staff to correct issue.
  - 260 Holmes – Sign removed.
  - 120 Arthur- Drainage, notice sent.
  - 1 Arthur- Accessory structure violations, notice sent.
  - 4 Walker- Canopy violation: Staff contacted the owner to correct two junction boxes; most other work is corrected.
  - Ongoing work on four special projects.
4. **Meeting:** Staff met with the prospective owner and operator of the Prospect Tavern and their TIF Grant request.
5. **EDC Meeting:** The next regular Economic Development Commission (EDC) meeting is scheduled for August 11<sup>th</sup>.

**To:** Village Manager Creer  
**From:** Chief E. Leinweber  
**Date:** July 25, 2025  
**Subject:** Weekly Activity Report



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**Recent Training, Meetings and Events:**

- Detective Pech attended training pertaining to death investigations.
- Sergeant Finrock was deployed as a UAS (drone) operator with the "MERIT" team in serving a high-risk warrant in Elmhurst.
- I participated in an ETSB Zoom meeting pertaining to emergency radios.
- I attended the monthly DuPage County Chiefs of Police Assn meeting in Addison.

**Recent incidents:**

July 18, 1:51pm, officers responded with the CHFD to a residence for the subject having a mental health crisis. The subject was transported to the hospital for further assistance.

July 18, 8:33pm, officers responded to the downtown business district for the report of a man taking a woman's purse and running away from the area of 20 S. Prospect Ave. The male subject was reportedly being held down by witnesses but eventually walked away on foot. Investigation revealed the incident was actually a domestic incident between family members who had already gone home prior to CHPD arrival. The subjects involved were located at their residence, and they confirmed an argument occurred but denied any physical contact or injury. Officers provided advice and domestic related resources.

July 18, 10:49pm, a vehicle was stopped on Ogden near Woodstock for a headlight violation. The driver was also determined to be operating the vehicle with a suspended license. The driver was cited for improper lighting, driving while license suspended and released with a mandatory court date. A passenger possessing a valid license drove the vehicle from the scene.

July 21, 2:53pm, officers met with the victim of a fraud report. The victim received a fictitious email from someone posing as a business associate asking them to purchase several gift cards and then forward the activation codes. The victim ultimately declined to further the investigation and was given advice by officers on fraud scams.

July 22, 10:53pm, a vehicle was stopped for a speeding violation while traveling S/B on Rte 83 near Burlington Ave. The driver was in possession of a suspended license and was unable to provide valid insurance for the vehicle. Citations were issued for speeding, operating an uninsured motor vehicle and driving while license suspended. The driver was released with a mandatory court date and the vehicle was towed.

July 23, 1:07pm, officers responded to a business on the three hundred block of Holmes Ave for a delayed retail theft report. An employee with the store's loss prevention department is working with CHPD on further investigation.

July 23, 9:24pm, an officer was approached in the business district by a subject who related that their ex-spouse had just violated a court order requiring them not to have any contact. Both parties were patronizing the same eating establishment at the time of the reported incident. Further investigation is pending by patrol.

July 24, 1:18pm, officers were dispatched to a residence for the subject having a mental health crisis. The subject was located and transported to the hospital by the CHFD for further assistance.

July 24, 9:53pm, officers stopped a vehicle for having expired registration in the area of Ogden Ave and Rte 83. The driver was also the subject of an order of protection that was yet to be served. Officers served the subject with notification of the order and released them from the scene.

July 25, 1:53am, a vehicle was stopped for a speeding violation on Ogden Ave near Oakwood. The driver was also operating the vehicle with a suspended license. Citations were issued for speeding and driving while license suspended. The driver was released with a mandatory court date.

**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: July 25, 2025**  
**Subject: Weekly Department Report**

### Fire Prevention Bureau Activity:

- I'm working with 288 Oxford Apartment to switch the fire alarm submittal to an addressable panel.
- Crew advised the building owner to contact their alarm company due to a device malfunction on Tuesday.
- I'm working with a vendor regarding fire alarm repair.
- I met with FSCI about an engineering issue concerning the sprinkler system.
- I'm working with our vendor to get our fire extinguishers back from annual service.

### Quarter Master:

- Polo shirts were picked up at the embroidery shop for members.
- Fire gear was washed and put back together after the Explorer trip to IFSL.

### Emergency Medical Services Report:

- Medic 86 transported one heat-related medical emergency on Thursday.
- Loyola EMS training is off in July.

### Emergency Management Report:

- A severe storm moved through the village on Thursday, causing a power line to come down and trapping the driver inside until Com Ed disconnected the power.
- While the storm pushed through town, the wind event caused some tree limbs to come down, and a strong surge of rain that caused localized flooding for Clarendon Hills and the surrounding communities.

### Du-Comm Report:

- Du-Comm went into storm mode on Thursday for the severe storm that pushed through the village.
- No Du-Comm meetings this week.
- New fire portables picked up on Friday.

### Command Staff Meetings:

- We met and discussed agenda items on Wednesday.

#### Training:

- The Explorer group came back from their annual trip, and we need to review for next year.
- FF/PM Sanchez obtained his Non-CDL-B permit and has started driver training.
- Assistant Training Officer Penn is working on two training programs for members.
- FAE students will have until November 2025 to complete OSFM testing. Students who are unable to complete the course will be required to retake it

#### New Employees:

- We continue to process five candidates in our pipeline.
- No new applications were received this week.
- One new hire interview was conducted this week.

#### Building Maintenance:

- GenServe completed the installation of a diode panel and successfully performed a load test on our station Generator.
- Our Electrician has serviced our surge protector this week.

#### Vehicle Maintenance:

- Ladder 86 was brought to our dealer to replace a bracket on the main Ladder and replace an electrical light for the tip lights.
- Our dealer evaluated a cab shift, and it was deemed a possible shim on the rear suspension, which shifted the body and not the cab. Regarding the engineer's instructions, the dealer will conduct the repair.
- On Wednesday, our sign shop installed our graphics on our staff vehicles.
- On Thursday, our Mechanic performed an annual service on both ambulances.





ACS FINANCIAL SYSTEM  
07/24/2025 10:37:04

Claims Register

VILLAGE OF CLARENDON HILLS  
GL050S-V08.22 COVERPAGE  
GL540R

Report Selection:

RUN GROUP... 072425 COMMENT... BESTCO JULY

DATA-JE-ID	DATA COMMENT
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D-07242025-925 BESTCO PAYMENT JULY

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
2025										
BESTCO										
		07/25 RETIREE HEALTH INS	2,337.16	RETIREE/COBRA INSURANCE	01.000.1375	7012025			925	00001
		07/25 RETIREE HEALTH INS	525.63	RETIREE/COBRA INSURANCE	71.000.1375	7012025			925	00002
			2,862.79	*TOTAL						
			2,862.79	**CLAIMS TOTAL						

Claims Register  
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CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P ID LINE
REPORT TOTALS:		2,862.79					

RECORDS PRINTED - 000002

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
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01	GENERAL FUND	2,337.16
71	POLICE PENSION FUND	525.63
TOTAL ALL FUNDS		2,862.79

BANK RECAP:

BANK	NAME	DISBURSEMENTS
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BANK	CLARENDON HILLS BANK	2,862.79
TOTAL ALL BANKS		2,862.79

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

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