



# Village of Clarendon Hills Weekly Manager Reports

**8/8/2025**

- ✓ **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:** Mera Johnson, Assistant Village Manager/HR Director  
**Date:** August 8, 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.
- **2026 Budget** – The budget process continues this week. Last week staff focused on Capital projects. Staff will be focusing on Operating Budgets over the next two weeks.
- **Communications Intern** – New Communications Intern Abby Dideo starts with the Village next week. Abby has a Marketing Degree from Illinois State. This is a joint position with the Chamber and Abby has already hit the ground running covering Dancin in the Street and our Little League Team's success!
- **Dancin' in the Street** – The final Dancin in the Street was held on Wednesday with a blowout concert, including reports of the largest crowd of the season. Many came down to participate in the watch party for Little League Team and stayed for the concert! Thank you to Public Works for their work on the events. Thank you to Police Department for the additional staffing providing for a safe event. I also want to particularly thank and compliment the Director of the Chamber, Shannon McDonald, for her huge effort and expertise in running these events. Our events have only grown year after year!
- **Farmers Market** - The Chamber of Commerce Farmers Market continued this week and continues to be a huge success! 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/>
- **Clarendon Hills Little League World Series** – We are putting the finishing touches on a Watch Party for Wednesday's (August 13<sup>th</sup>, 2pm) game in the downtown business district. The restaurants plan to be open, and we are getting a jumbotron set up in the street, west bound turn lane/slip lane at Park and Prospect. We are extremely proud of our young baseball players and are looking forward to seeing them go all the way! We are preparing social media posts with more details. Please check our Facebook page for updates!



## MEMORANDUM

**To:** Zachery Creer, Village Manager  
**From:** Maureen B. Potempa, Finance Director  
**Date:** August 08, 2025  
**Subject:** Department Report

1. Budget season is in full swing as department heads submitted their Capital Budget Requests this week. I, along with the Village Manager, began one-on-one sessions with each department head to review their proposals and establish priorities for the upcoming year. Capital budget meetings will continue into next week, with operational budget discussions scheduled to follow the week after.
2. On Thursday, I attended the IGFOA Executive Board meeting and the Past Presidents' luncheon in Oak Brook.



## MEMORANDUM

**To: Zachery Creer, Village Manager**  
**From: Collin Franco, Operations Supervisor**  
**Date: August 8, 2025**  
**Subject: Weekly Report**

1. Restoration of tree stumps continued this week.
2. Mowing of Village properties was completed.
3. Crews removed and replaced damaged sidewalks along 300 block of Ridge, 100 block of Walker and 200 block of Harris.
4. Village water operators attended a class on Thursday.
5. Staff removed a site obstruction at the intersection on Iroquois and Burlington.
6. Paving crews started asphalt patching on Friday along Norfolk Ave.
7. Trees in school zones were trimmed back from sidewalks.
8. Leak detection was called in to locate a leak on Woodstock Ave. The leak was on the other side of the street from a service line. Repairs were completed.



## MEMORANDUM

TO: Zach Creer, Village Manager  
FROM: Ed Cage, AICP, Community Development Director  
DATE: August 8, 2025  
RE: Community Development Department Report

1. **ZBA/PC Meeting:** The regular ZBA/PC meeting was held on 8/7/25. This was the public hearing for the Preliminary PUD for 104 Walker Avenue and 301 Park Avenue. After a presentation, questions and answers on the development, the public hearing was continued to a special meeting to be held on Thursday, August 28, 2025.
2. **Code Enforcement:** The following code enforcement activities occurred this week:
  - 250 55<sup>th</sup> x Holmes, Two signs removed.
  - 270 block of Holmes, One sign removed.
  - 250 block of Holmes, One sign removed.
  - 102 Algonquin, Overgrown bushes and weeds- NOV sent.
  - 104 Algonquin, Dead tree, address, accessory structure- NOV sent.
  - 153 Juliet, Weeds, NOV sent.
  - 102 Iroquois, Peeling paint, accessory structure, Weeds- NOV sent.
  - 104 Iroquois, Parkway tree obstruction of sidewalk.
  - 266, 269 S. Prospect, In compliance.
  - 122 Arthur, Drainage, Sent to ADJH.
  - 57<sup>th</sup> x Holmes, Sent to ADJH.
  - 415 Ruby, Rear weeds in compliance met.
  - 30 Iroquois, Nuisance Brush at Garage, bushes overgrown at sidewalk- NOV SENT.
  - 104 Walker, Weeds at site, Compliance met.
  - 278 Oxford, Weeds at Infiniti, Compliance met.
3. **EDC Meeting:** The next regular EDC meeting is scheduled for 8/11/2025.

**To:** Village Manager Creer  
**From:** Chief E. Leinweber  
**Date:** August 8, 2025  
**Subject:** Weekly Activity Report



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**Recent Training, Meetings and Events:**

- The department hosted CPR training presented by CHFD.
- Officer Franchetti made a safety presentation to students at the Seton Montessori School.
- Sergeant Robak attended a NEMRT class on Managing a Field Training Program.
- Sergeant Finrock and Assistant to the Police Chief, Kelly Green, attended training on updates to the county police reporting system.
- I attended the weekly Village staff meeting as well as a capitol budget meeting with Finance Director Potempa and Public Safety Director Dalen.
- **CONGRATULATIONS** to the Clarendon Hills Little League team on advancing to the World Series! Staff are working on plans for a game time public watch party using a big portable LED screen in the business district next Wednesday afternoon.

**Recent incidents:**

August 1, 11:38am, officers met with a subject at the station for an identity theft report. The subject was the victim of unemployment benefit fraud and alerted by their employer.

August 2, 9:30pm, officers and medics with CHFD responded to a residence for the subject suffering a mental health crisis reported by third party caller. The subject was provided assistance and transported to a medical facility for further evaluation.

August 4, 8:44am, officers met with a subject at the station for an identity theft report. The subject, who is self-employed was the victim of unemployment benefit fraud for which they did not apply.

August 7, 9:25am, a vehicle was stopped for the speeding violation on Chicago Ave near Golf. The operator of the vehicle had valid proof of insurance but did not have a license to drive. Citations and a mandatory court date were issued for speeding and no valid driver's license.

August 8, 12:33am, a vehicle was stopped for improper lane usage and failure to signal while traveling S/B on Rte 83 near 55<sup>th</sup> St. While speaking with the driver, officers observed indicia of possible alcohol impairment. The driver was ultimately taken into custody and charged with DUI alcohol, improper lane usage, failure to signal when changing lanes and operating an uninsured motor vehicle. The vehicle was towed from the scene, and 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: August 8, 2025**  
**Subject: Weekly Department Report**

### Fire Prevention Bureau Activity:

- On Tuesday, I spoke with FSCI about the upcoming Mycroft Townhomes.
- On Thursday, I witnessed the sprinkler inspection at Mycroft Townhomes.
- On Thursday, I witnessed the fire alarm inspection at Mycroft Townhomes.
- On Thursday, I witnessed a residential sprinkler system.
- On Friday, Fox Valley Fire Services will conduct the sprinkler system inspection at village buildings as their annual service.
- The Keltron fire radio contract was approved this week for the Train Depot AED cabinet. The installation will be within the next few weeks.

### Quarter Master:

- Several members are cleaning their fire PPE post-fire in Westmont on Thursday.

### Emergency Medical Services Report:

- Loyola EMS presented continuing education on Tuesday for Cardiac Emergencies.
- Monthly drug check was completed and expired drugs were exchanged.

#### Emergency Management Report:

- A new equipment list was compiled.

#### Du-Comm Report:

- ETSB outlined the rollout for our new fire portables. Any programming needed can now be performed over the air. The ETSB Fire Focus Group is working towards selecting our new mobile radios, which will be provided to us.

#### Command Staff Meetings:

- We canceled the command staff meeting due to conflicting schedules.

#### Training:

- Shift training is continuing through Vector assignments, with shift members training on these assignments
- The IFSI Driving Simulator is coming soon to the village.
- Assistant Training Officer Penn is working on an area familiarization map program.
- 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.
- Fire Explorer Group attended CPR training Thursday night, presented by FF/PM Hernandez.
- Two Fire Investigators attended a fire incident on Thursday to gain experience and certification points.

#### New Employees:

- One new team member completed Occupational Health screening this week.
- One application was received this week.
- Two new team members are completing Loyola system entry this week.
- Three other team members are moving towards their final steps. We are working closely with HR Director Johnson on our onboarding.





#### Building Maintenance:

- Fox Valley Fire Services conducted annual sprinkler inspections on village buildings on Friday.
- We requested a quote to replace the UPS batteries.
- The Fire Station refrigerator was replaced with a new unit on Thursday.

#### Vehicle Maintenance:

- Our Dealer Mechanic drove ladder 86 on Thursday, and he stated the vehicle is moving well.
- We are waiting on the repair instructions for the rear suspension shim work on E86.
- Last Saturday, Utility 87 was picked up from Ford and placed back into service.
- On Wednesday, Medic 87 was picked up from Freightliner with an air leak and repaired at no charge.

