



Village of Clarendon Hills

Weekly Manager Reports

8/29/2025

- 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

MEMORANDUM

To: Village President Tech and Board of Trustees
From: Mera Johnson, Assistant Village Manager/HR Director
Date: August 29, 2025
Subject: Weekly Report

- **Board Meeting** – The next board meeting is Monday, September 15, at 6:30 PM at the Village Hall.
- **Proposed Plaza Downtown Visioning** – The Village is also planning a Downtown Visioning Meeting/Workshop in lieu of a plaza meeting originally planned for September 8. Staff is still working on the details and will make sure to send out an updated date, time and location as soon as possible.
- **IPBC Membership Development Committee** – I was appointed to IPBC's (The Village's Insurance Cooperative) Membership Development Committee and attended the first meeting of their fiscal year on Thursday.
- **Budget** – Department Operating and Capital Budget Meetings continued this week.
- **Hosek Park** – Today I attended a meeting with representatives from the Village and Park District regarding stormwater and flooding issues in Hosek Park.
- **Farmers Market** - The Chamber of Commerce Farmers Market continued this week. This event is held every Thursday morning from 7 am to 1 pm in front of the Village Hall. Check out the Chambers website for more information. <https://www.clarendonhillschamber.com/>
- **Labor Day** - Due to the Labor Day holiday on Monday, Village offices will be closed and garbage pickup will be delayed by one day for our residents who have LRS pickup.

MEMORANDUM

To: Zachery Creer, Village Manager
From: Brendan McLaughlin, Public Works Director
Date: August 29, 2025
Subject: Weekly Report

1. Crews repaired a secondary water main leak on the Woodstock water main.
2. A contractor completed the cleaning and televising of storm sewers running from the corner of McIntosh and Burlington running downstream until the water goes under the railroad tracks. We expect their report next week and found a couple of minor items that should help with drainage and addressed those already.
3. We met with Flagg Creek Sanitary District, and they have scheduled to televise their lines on Burlington Avenue on Sunday, September 7th. Due to the location of their lines, they will have to close a portion of Burlington Avenue on that Sunday morning.
4. Preventive maintenance work started this week on the storm culvert that runs under Harris Avenue just east of Eastern Avenue. Weather permitting, the contractor should complete this work at the end of next week.
5. Crews repaired a storm sewer pipe on Prospect just north of Harris. They also repaired a storm inlet on Park Avenue and another on Burlington this week.
6. Additional work included:
 - Watering Downtown planters and new grass areas
 - Water service shut-offs for non-payment
 - Installing remote read devices at various water meter locations
 - Collecting water samples and transporting them to the lab
 - Lawn mowing
 - Hauling spoils to the dump

MEMORANDUM

TO: Zach Creer, Village Manager
FROM: Ed Cage, AICP, Community Development Director
DATE: August 29, 2025
RE: Community Development Department Report

1. **Business Meeting:** Staff along with the Village President and a Village Trustee had a meeting with a downtown business owner and operator.
2. **Meeting:** Staff along with Community Development and Fire Department Staff attended a virtual meeting regarding the new Finance and Building software.
3. **Code Enforcement:** The following code enforcement activities occurred this week:
 - 220 block of S. Prospect, Obstructing Streets, Compliance achieved.
 - 30 block of Iroquois, Nuisance brush, obstructing streets, Compliance achieved.
 - 100 block of Algonquin, Tall weeds, Obstructing streets, Compliance achieved.
 - 100 block of Algonquin, Tall weeds, Accessory structure, dead tree, address issue, Partial compliance achieved.
 - 120 block of Iroquois, Dangerous tree in front yard of foreclosed home, Village removed dangerous tree, Staff obtained information on the new owner from Wells Fargo Attorney.
 - 150 block of Juliet, Tall grass, weeds at vacant lot, Owner contacted and compliance achieved.
 - 132 Iroquois, Line of sight issue, Public Works worked with resident and cut bush to restore vision-matter closed to compliance.
 - Staff spoke with legal council about multiple special projects.
 - 110 Oxford, Staff answered questions about drainage issue and followed up with General Contractor.
 - Building Department staff met with records management company BS&A about our implementation of new software system that will be more efficient for customers and staff members. This system will also provide many different data points to develop annual progress reports.
4. **ZBA/PC Special Meeting:** The ZBA/PC held a special meeting on August 28, 2025.
5. **Developer Meeting:** Staff along with the Village President, and a Village Trustee met with a prospective developer.

To: Village Manager Creer
From: Chief E. Leinweber
Date: August 29, 2025
Subject: Weekly Activity Report



Recent Training, Meetings and Events:

- Probationary police officer Colantonio was officially sworn in with the department on Monday. His first day at the police academy is scheduled for September 1, 2025.
- Officer Colantonio completed a week of in-house onboarding and was also certified in Taser and Narcan deployment.
- Detective Pech attended a NEMRT training class on Search & Seizure.
- I participated as a judge in the third annual Rib Cookoff contest at the Open Door on Saturday.
- I met with the Principal at Notre Dame School to review safety procedures and police presence after the tragedy in Minneapolis on Wednesday.
- I attended the weekly Village staff meeting.

Recent incidents:

August 22, 9:23am, a vehicle was stopped on 55th St near Holmes Ave for having suspended registration. The driver of the vehicle also had a suspended license. Citations were issued for both violations and the driver was released with a mandatory court date. A passenger with a valid license drove the vehicle from the scene.

August 22, 10:53am, a vehicle was stopped on Ogden Ave near Coe Rd for the registered owner having a suspended driver's license. The driver was cited for the suspended license and released with a mandatory court date. The vehicle was driven from the scene by a passenger who had a valid license.

August 23, 2:43am, a vehicle was stopped on S/B Rte 83 near 55th St for traveling over 100 mph in a 55-mph zone. The driver was also in violation of the graduated licensing law. Citations for misdemeanor speeding and a graduated driver's license violation were issued, and the driver was released with a mandatory court date.

August 23, 7:17pm, officers responded to assist Hinsdale PD with a disturbance at a block party on the four-hundred block of Quincy. A subject involved in the disturbance was found to have a valid warrant for their arrest. CHPD officers assisted in transporting the subject to the Hinsdale PD for warrant processing.

August 24, 11:22am, officers responded to a verbal domestic disturbance between family members, one of whom was visiting the other's residence. One of the subjects involved had a valid warrant for their arrest and was taken into custody and transported to the station for processing on the warrant.

August 27, 12:16, officers met with the subject at the station who was the victim of identity theft. A report was taken, and identity theft resources were given with further investigation by patrol.

August 27, 6:19, officers met with a resident who reported someone made two bank transfers from their bank account to a fraudulent checking account opened in the victim's name. A report was taken for documentation and identity theft resources were provided.

August 28, 8:40am, officers met with the resident regarding a fraudulent loan application made in their name. Further investigation is pending. A report was taken with identity theft resources provided.

August 29, 12:46am, a motorcycle was observed traveling at an extremely high rate of speed on N/B Rte 83 from 63rd St. With assistance from Hinsdale PD the motorcycle was eventually stopped on N/B Rte 83 at 22nd St. The driver was cited for misdemeanor speeding 127 mph in a 55-mph zone, improper driver's license classification and 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 29, 2025
Subject: Weekly Department Report

Fire Prevention Bureau Activity:

- We are working with Mycroft Row Townhomes on the final inspections.
- On Friday, we participated in Prospect School Safety Day and performed the annual Fire Drill.
- I met with the Prospect School Principal about the upcoming year on Tuesday.
- On Friday, I witnessed the annual Fire Pump test at Notre Dame Church.
- Seven fire inspections were conducted this week.
- I contacted several building owners on Monday to get service on their fire alarms since the last storm came through.
- On Wednesday, I purchased Pub-Ed materials for our annual FD Open House.

Quarter Master:

- New employee outfitted with PPE this week.

Emergency Medical Services Report:

- One AED unit had service performed on the unit for new batteries.
- I continue to work with the Finance Department on changing the ambulance billing company.

Building Services:

- I corrected a fire alarm device at Village Hall to restore the fire alarm.

Emergency Management Report:

- Nothing to report this week.

Command Staff Meetings:

- I canceled the weekly FD meeting due to a meeting with Pub-Ed to order our items for the open house.
- On Thursday, the Hinsdale Fire Chief and I worked through an operational project.

Training:

- Shift training on Wednesday night was at an acquired structure with Hinsdale FD.
- The IFSI Driving Simulator has arrived at the fire station, and instructors worked with our village employees at Police, Fire, and Public Works as they tested in the driving simulator. Our neighboring Fire Departments also came to utilize this training simulator.
- 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:

- One application came this week for a Firefighter Paramedic position.
- Three other team members are moving towards their final steps. We are working closely with HR Director Johnson on our onboarding.
- One single-role paramedic resigned this week due to being hired into a full-time department.

Du-Comm Communications:

- Du-Comm is putting together a blanket IGA for fire agencies for our review.

Vehicle Maintenance:

- E86 returned from the shop with a new light tower as shown below.
- We are waiting on the repair instructions for the rear suspension shim work on E86.



ACS FINANCIAL SYSTEM
08/29/2025 10:00:30

Claims Register

VILLAGE OF CLARENDON HILLS
GL050S-V08.22 COVERPAGE
GL540R

Report Selection:

RUN GROUP... 090225 COMMENT... IPBC

DATA-JE-ID DATA COMMENT

M-09022025-313 IPBC SEPTEMBER

Run Instructions:

| Jobq | Banner | Copies | Form | Printer | Hold | Space | LPI | Lines | CPI | CP | SP | RT |
|------|--------|--------|------|---------|------|-------|-----|-------|-----|----|----|----|
| L | | 01 | | | Y | S | 6 | 066 | 10 | | | |

| CLAIM NUMBER | DESCRIPTION | AMOUNT | ACCOUNT NAME | FUND & ACCOUNT | INVOICE | PO# | F/P ID | LINE |
|--------------|--------------------------|-----------|--------------------------|----------------|---------|-----|--------|-------|
| | INTERGOVERNMENTAL PERSON | 42399 | | | | | | |
| | LIB HEALTH / RET INS | 3,570.30 | DUE FROM CH LIBRARY | 01.000.1340 | | | 313 | 00009 |
| | LIB DENTAL INS | 180.50 | DUE FROM CH LIBRARY | 01.000.1340 | | | 313 | 00019 |
| | RET HEALTH INS | 2,755.00 | RETIREE/COBRA INSURANCE | 01.000.1375 | | | 313 | 00010 |
| | RET DENTAL INS | 432.13 | RETIREE/COBRA INSURANCE | 01.000.1375 | | | 313 | 00020 |
| | SUPP LIFE INS | 260.95 | EMPLOYEE SUPP. INS. CONT | 01.000.2031 | | | 313 | 00024 |
| | WEX AND COMPSYCH FEES | 231.26 | EMPLOYEE HEALTH & SAFETY | 01.510.4115 | | | 313 | 00023 |
| | HEALTH/LIFE INS | 4,025.11 | HEALTH/DENTAL INSURANCE | 01.510.4120 | | | 313 | 00001 |
| | DENTAL INS | 191.82 | HEALTH/DENTAL INSURANCE | 01.510.4120 | | | 313 | 00012 |
| | HEALTH/LIFE INS | 4,976.92 | HEALTH/DENTAL INSURANCE | 01.512.4120 | | | 313 | 00002 |
| | DENTAL INS | 191.82 | HEALTH/DENTAL INSURANCE | 01.512.4120 | | | 313 | 00013 |
| | PSEBA | 2,292.34 | PSEBA | 01.520.4117 | | | 313 | 00004 |
| | HEALTH/LIFE INS | 26,005.01 | HEALTH/DENTAL INSURANCE | 01.520.4120 | | | 313 | 00003 |
| | DENTAL INS | 947.78 | HEALTH/DENTAL INSURANCE | 01.520.4120 | | | 313 | 00014 |
| | HEALTH/LIFE INS | 5,789.57 | HEALTH/DENTAL INSURANCE | 01.530.4120 | | | 313 | 00005 |
| | DENTAL INS | 105.50 | HEALTH/DENTAL INSURANCE | 01.530.4120 | | | 313 | 00015 |
| | HEALTH/LIFE INS | 7,398.70 | HEALTH/DENTAL INSURANCE | 01.540.4120 | | | 313 | 00006 |
| | DENTAL INS | 437.79 | HEALTH/DENTAL INSURANCE | 01.540.4120 | | | 313 | 00016 |
| | HEALTH/LIFE INS | 4,974.02 | HEALTH/DENTAL INSURANCE | 01.550.4120 | | | 313 | 00007 |
| | DENTAL INS | 182.23 | HEALTH/DENTAL INSURANCE | 01.550.4120 | | | 313 | 00017 |
| | HEALTH/LIFE INS | 3,393.41 | HEALTH/DENTAL INSURANCE | 20.560.4120 | | | 313 | 00008 |
| | DENTAL INS | 150.06 | HEALTH/DENTAL INSURANCE | 20.560.4120 | | | 313 | 00018 |
| | RET HEALTH INS | 3,003.26 | RETIREE/COBRA INSURANCE | 71.000.1375 | | | 313 | 00011 |
| | RETIREE HEALTH INS | 191.82 | RETIREE/COBRA INSURANCE | 71.000.1375 | | | 313 | 00021 |
| | RETIREE DENTAL INS | 95.91 | RETIREE/COBRA INSURANCE | 72.000.1375 | | | 313 | 00022 |
| | | 71,783.21 | *TOTAL | | | | | |
| | | 71,783.21 | **CLAIMS TOTAL | | | | | |

ACS FINANCIAL SYSTEM
08/29/2025 10:00:30

Claims Register

VILLAGE OF CLARENDON HILLS
GL540R-V08.22 PAGE 2

| CLAIM NUMBER | DESCRIPTION | AMOUNT | ACCOUNT NAME | FUND & ACCOUNT | INVOICE | PO# | F/P ID | LINE |
|----------------|-------------|-----------|--------------|----------------|---------|-----|--------|------|
| REPORT TOTALS: | | 71,783.21 | | | | | | |

RECORDS PRINTED - 000024

ACS FINANCIAL SYSTEM
08/29/2025 10:00:30

Claims Register

VILLAGE OF CLARENDRON HILLS
GL060S-V08.22 RECAPPAGE
GL540R

FUND RECAP:

| FUND | DESCRIPTION | DISBURSEMENTS |
|-----------------|----------------------|---------------|
| 01 | GENERAL FUND | 64,948.75 |
| 20 | WATER FUND | 3,543.47 |
| 71 | POLICE PENSION FUND | 3,195.08 |
| 72 | FIREMEN PENSION FUND | 95.91 |
| TOTAL ALL FUNDS | | 71,783.21 |

BANK RECAP:

| BANK | NAME | DISBURSEMENTS |
|-----------------|-----------------------|---------------|
| BANK | CLARENDRON HILLS BANK | 71,783.21 |
| TOTAL ALL BANKS | | 71,783.21 |

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

DATE APPROVED BY

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ACS FINANCIAL SYSTEM
08/29/2025 11:40:29

Claims Register

VILLAGE OF CLARENDON HILLS
GL050S-V08.22 COVERPAGE
GL540R

Report Selection:

RUN GROUP... 082925 COMMENT... DCC CHECK

DATA-JE-ID DATA COMMENT

D-08292025-320 DCC PROP TAXES

Run Instructions:

| Jobq | Banner | Copies | Form | Printer | Hold | Space | LPI | Lines | CPI | CP | SP | RT |
|------|--------|--------|------|---------|------|-------|-----|-------|-----|----|----|----|
| L | | 01 | | | Y | S | 6 | 066 | 10 | | | |

ACS FINANCIAL SYSTEM
08/29/2025 11:40:29

Claims Register

VILLAGE OF CLARENDON HILLS
GL540R-V08.22 PAGE 1

| CLAIM NUMBER | DESCRIPTION | AMOUNT | ACCOUNT NAME | FUND & ACCOUNT | INVOICE | PO# | F/P ID | LINE |
|--------------|----------------------------------------------------|--------|------------------------------------------|----------------|----------------|-----|--------|------|
| 002025 | DUPAGE COUNTY COLLECTOR 24' PROP TAX 104 WALKER | 19672 | 734.71 PROP TAX 734.71 **CLAIMS TOTAL | 65.590.4518 | 09-11-300-001- | 320 | 00001 | |

ACS FINANCIAL SYSTEM
08/29/2025 11:40:29

Claims Register

VILLAGE OF CLARENDON HILLS
GL540R-V08.22 PAGE 2

| CLAIM NUMBER | DESCRIPTION | AMOUNT | ACCOUNT NAME | FUND & ACCOUNT | INVOICE | PO# | F/P ID | LINE |
|----------------|-------------|--------|--------------|----------------|---------|-----|--------|------|
| REPORT TOTALS: | | 734.71 | | | | | | |

RECORDS PRINTED - 000001

ACS FINANCIAL SYSTEM
08/29/2025 11:40:29

Claims Register

VILLAGE OF CLARENDON HILLS
GL060S-V08.22 RECAPPAGE
GL540R

FUND RECAP:

| FUND | DESCRIPTION | DISBURSEMENTS |
|-----------------|------------------------------|---------------|
| 65 | CAPITAL PROJECTS/IMPROVEMENT | 734.71 |
| TOTAL ALL FUNDS | | 734.71 |

BANK RECAP:

| BANK | NAME | DISBURSEMENTS |
|-----------------|----------------------|---------------|
| | CLARENDON HILLS BANK | 734.71 |
| TOTAL ALL BANKS | | 734.71 |

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

DATE APPROVED BY
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