



# Village of Clarendon Hills

## Weekly Manager Reports

**9/12/2025**

- 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: September 12, 2025  
Subject: Weekly Report

- **Board Meeting** – The next board meeting is Monday, September 15, at 6:30 PM at the Village Hall.
- **Downtown Visioning** – The Village is working with a facilitator to do several workshops regarding downtown visioning. As soon as this is approved by the Village Board dates will be disseminated so residents can plan to attend.
- **Witches Ride and Oktoberfest Meetings** – On Tuesday, Department Heads met with Infant Welfare the organizers of the Witches Ride planned for October 18<sup>th</sup>, and Chamber staff regarding Oktoberfest planned for this Saturday.
- **Chamber Board Meeting** – I attended the Chamber Board Meeting on Wednesday morning. The Chamber Board is planning the remaining events of 2025. Oktoberfest which is this Saturday, Halloween Walk on October 25, and the Holiday Walk which is moved to Saturday December 6, from
- **Village Poet Laureate** – On Wednesday, I met with the Executive Director of the Library regarding the creation and appointment of a Village Poet Laureate position.
- **Village Offices Close Early** – Village Hall will close today at noon for an employee event.
- **Maintenance Worker I** – Due to a retirement, the Village has an anticipated opening for Maintenance Work I. For more details and to apply, please visit the [Village website here](#).
- **Curated by Amy Scott** – Clarendon Hills is in the news again! WGN featured Curated by Amy Scott at her boutique located at 2 S. Prospect! Congratulations and Happy First Anniversary!
- **Farmers Market** - The Chamber of Commerce Farmers Market continued this week. This event is expected to be held every Thursday morning from 7 am to 1 pm in front of the Village Hall until October 16th. Check out the Chambers website for more information. <https://www.clarendonhillschamber.com/>
- **Oktoberfest** - The Chamber of Commerce Oktoberfest is September 13<sup>th</sup> from 5 pm to 10 pm in Downtown Clarendon Hills. Oktoberfest will be a night of fun and festivities for the whole family to enjoy. From Oktoberfest beer and food to activities for the kids, there will be something for everyone to enjoy. Heard that Eddie Korosa and the Boys from Chicago will be at the Burlington Plaza and Die Kellerknaben will be on stage on South Prospect! Tierra Distilling will be serving Leffelman Meat Center Traditional bratwurst, beer brats and Weisswurst! Further details on this event can be found here: <https://www.clarendonhillschamber.com/oktoberfest>

## MEMORANDUM

**To:** Zachery Creer, Village Manager  
**From:** Brendan McLaughlin, Public Works Director  
**Date:** September 12, 2025  
**Subject:** Weekly Report

1. On Monday, a water main blowout on a twelve inch main on Park Avenue was repaired.
2. Crews performed restoration work from various water main and storm sewer repairs. Locations were excavated and framed for concrete on Monday. Tuesday had crews pouring and finishing concrete. Wednesday and Thursday crews placed fresh asphalt patches.
3. Friday had crews staging equipment and barricades for Oktoberfest, which is on Saturday. They also delivered barricades for block parties and staged barricades for a detour route on Sunday morning when Flagg Creek Sanitary District will be cleaning and televising sanitary sewers on Burlington between Blodgett and Prospect.
4. I met with representatives from the Hinsdale Golf Club to go over stormwater issues.
5. We reviewed a stormwater concept design to aid drainage at Hosek Park.
6. Two trucks and one mini loader were prepped for auction.
7. Additional work included:
  - Watering Downtown planters and new grass areas
  - Collecting water samples and transporting them to the lab
  - Lawn mowing
  - Farmers Market – set up and take down
  - Assisting Police with a downed power line on Oxford
  - Fabricating new parking signs for apartment areas

## MEMORANDUM

TO: Zach Creer, Village Manager  
FROM: Ed Cage, AICP, Community Development Director  
DATE: September 12, 2025  
RE: Community Development Department Report

1. **Meeting:** Staff attended a DuPage County Court hearing for a code enforcement case.
2. **Code Enforcement:** The following code enforcement activities occurred this week:
  - Staff performed several building inspections.
  - Staff is working to complete Mycroft Condos Phase II, and a Temporary Certificate of Occupancy was issued.
  - One residential sprinkler system was inspected on Tuesday.
  - Staff continues to work on several special projects.
  - 260 block on Oxford - Partial compliance - Due for October Adjudication Hearing.
  - 20 block of S. Prospect Ave. - Exterior surface violation- Due for October Adjudication Hearing.
  - 100 block of Oxford - Obstruction of Sidewalks- Repeat offender, notice to go out.
3. **DTDRC Meeting:** Staff is attempting to schedule the next Downtown Design Review Commission (DTDRC) Meeting for some available dates next week.
4. **RFQ Deadline:** The Request for Qualifications (RFQ) for the Architectural and Engineering Services is due on September 15<sup>th</sup> and submittals are already coming into Village Hall.

To: **Village Manager Creer**  
From: **Chief E. Leinweber**  
Date: **September 12, 2025**  
Subject: **Weekly Activity Report**



**Recent Training, Meetings and Events:**

- Detective Peck completed online training hosted by "STIC" pertaining to Responding to and Investigating Hoax Bomb Threats and Swatting Calls.
- Sergeant Finfrock attended a D181 curriculum planning meeting and a school safety planning meeting at HCHS.
- Sergeant Finfrock attended Merit SWAT team drone training.

**Recent incidents:**

Sept 5, 10:37am, officers met with a resident at the station for a missing person report. The caller reported their adult son was nowhere to be found and not answering calls or texts. It was later discovered that the son was house-sitting and was not receiving cellular service.

Sept 6, 8:07am, officers stopped a vehicle traveling S/B on Rte 83 near 55<sup>th</sup> St for the registered owner having a suspended driver's license. The driver was cited for driving while license suspended and released with a mandatory court date. The vehicle was towed from the scene and submitted for seizure.

Sept 6, 4:40pm, CHPD officers assisted Hinsdale PD with searching for a subject in their town who was wanted on a nationwide theft warrant. A CHPD drone "UAS" was deployed during the search.

Sept 10, 8:59am, a vehicle was stopped for a speeding violation on 55<sup>th</sup> St near Western. Officers discovered the driver also had a valid warrant for arrest out of Will County. The driver was transported to the station, served with the warrant, cited for the speeding violation, and released.

**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:** September 11, 2025  
**Subject:** Weekly Department Report

### Fire Prevention Bureau Activity:

- We are working with Mycroft Row Townhomes on the final inspections.
- On Thursday, I reached out to schedule the Fire Drill at Notre Dame.
- I reached out to Notre Dame's new Facility Manager on various topics.
- Ten fire inspections were conducted this week.
- One residential sprinkler inspection was conducted on Tuesday.
- I met with a building owner regarding a possible remodel.
- On Thursday, materials arrived for the open house, and other items were ordered.

### Quarter Master:

- FFIB Sweatshirts picked up this week.

### Emergency Medical Services Report:

- This week, fifteen members attended Obstetric Emergency with Loyola EMS Instructor.
- I continue to work with the Finance Department on changing the ambulance billing company.

### Building Services:

- I requested an installation date for the Keltron Radion unit at the Train Depot

### Emergency Management Report:

- Nothing to report this week.

Command Staff Meetings:

- This Wednesday's FD staff meeting was canceled due to scheduling difficulties.
- The department held its annual employee meeting this Wednesday. We discussed our accomplishments for the year and goals for next year.
- We assisted Hinsdale FD with their fire portable submittal.

Training:

- Shift training is continuing through Vector assignments, with shift members training on these assignments.
- Crews have been attending fire training with Hinsdale FD at an acquired structure.
- 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 new application came this week.
- Three other team members are moving towards onboarding next week.

Du-Comm Communications:

- On Wednesday, I attended the Du-Comm Chief's meeting.

Vehicle Maintenance:

- L86 will be due back from the dealer on Monday.
- We will be sending E86 to the dealer in a couple of weeks to have the broken suspension shim replaced.

