



Village of Clarendon Hills Weekly Manager Reports

9/19/2025

- ✓ **Manager's Report**
- ☐ **Finance Dept. Report**
- ✓ **Public Works Dept. Report**
- ✓ **Community Dev. Dept. Report**
- ✓ **Police Dept. Report**
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**Village Calendar of Meetings and Events
can be found at**

www.clarendonhills.us

MEMORANDUM

To: Village President Tech and Board of Trustees
From: Paul Dalen, Acting Village Manager
Date: September 19, 2025
Subject: Weekly Report

- **Board Meeting** – The next board meeting is Monday, October 20, at 6:30 PM at the Village Hall.
- **Downtown Visioning** – The first workshop is scheduled for October 22nd, at 6:30pm. As soon as a venue is confirmed staff will ensure it is advertised via various venues.
- **Chamber Board All Member Meeting** – The Chamber held it's all member meeting on Thursday at Village Hall.
- **Lions Club 75th Anniversary** – Staff is discussing ways the Village can celebrate the Lions Club 75th Anniversary of service in Clarendon Hills. The Library and Historical Society is also involved in planning celebrations.
- **Sparrow Construction** – I met with Village staff this morning to discuss the closure of the sidewalk in front Sparrow as they continue construction. The closure is expected to last two weeks and is anticipated to start on September 22nd. Residents are asked to avoid the sidewalk area at Prospect and Park during this time.
- **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](#).
- **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 was a tremendous success, bringing together residents and visitors alike to enjoy a lively and memorable celebration! A heartfelt thank you to our dedicated staff, Public Safety and Public Works teams, and Chamber Director Shannon McDonald for their outstanding efforts in planning and hosting such a well-organized, engaging, and festive event for our community. As always, staff will reconvene to debrief the event and seek ways to improve for next year.
- **Distillinois**- Tierra Distilling Co. will host the 2025 Distillinois Annual Whiskey and Spirits Festival on September 27th from 2pm to 6pm. They will be utilizing the plaza and the Village Hall grounds for the event. Tickets are available on the Tierra Distilling Co. website.

- **The Clarendon Hills Fire Department Open House**- Please join the CHFD on October 4th from 11am to 2pm for their annual open house. This event is always fun for the kids.
- **Halloween Walk**- This event is scheduled for October 25th, from 3pm to 7pm.
- **U10 & U11 Softball State Champions Recognition** – At the September Board Meeting the Village Board along with State Senator Suzy Glowiak Hilton and State Representative Marti Deuter recognized the Clarendon Hills U10 and U11 Softball teams. Congratulations you make Clarendon Hills proud!



U10 Softball Champions



U11 Softball Champions



MEMORANDUM

To: Paul Dalen, Village Manager
From: Brendan McLaughlin, Public Works Director
Date: September 19, 2025
Subject: Weekly Report

1. Crews replaced a number of sidewalk squares that posed trip hazards and could not be shaved down to eliminate the trip hazard.
2. A catch basin on Park Avenue was repaired.
3. Concrete was poured at several locations from water main repairs.
4. New signs were installed for overnight permit perking regulations.
5. Roadblocks were picked up from the Oktoberfest event last Saturday. Staff worked Saturday evening to perform set up and break down of Oktoberfest. Additional signs were picked up on Monday morning.
6. Flagg Creek Water Reclamation District cleaned and televised sanitary sewers on Burlington last Sunday morning. Our staff aided with detour signage.
7. Additional work included:
 - Watering Downtown planters and new grass areas
 - JULIE locates
 - Installing remote read devices
 - Lawn mowing
 - Delivering block party barricades

MEMORANDUM

TO: Paul Dalen, Interim Village Manager
FROM: Ed Cage, AICP, Community Development Director
DATE: September 19, 2025
RE: Community Development Department Report

1. **Meeting:** Staff attended the Chamber of Commerce meeting and provided the Village update.
2. **Code Enforcement:** The following code enforcement activities occurred this week:
 - 58th and Holmes - Tall Grass.
 - Three special projects are continued.
 - 142 Ann - Followed up on required permit.
 - 104 Walker- Grass/ Weeds cut.
 - 153 Juliet- Compliance reached.
 - 18 block of S. Prospect- Missing siding - October Adjudication.
 - 260 block of Oxford - Multiple violations- October Adjudication
 - This week Staff met with Adjudicator notice service to lenders.
3. **DTDRC Meeting:** Staff is attempting to schedule the next Downtown Design Review Commission (DTDRC) Meeting for an available date next week.
4. **RFQ Deadline:** The Request for Qualifications (RFQ) for the Architectural and Engineering Services is now closed and the Village received 11 submittals. Next steps will be narrowing down the field and interviewing the selected group of Architects.
5. **421 Park (Townhomes):** The developer is close to addressing all their outstanding items and it is anticipated that they will have a building permit issued this Fall.

To: Village Manager Dalen
From: Chief E. Leinweber
Date: September 19, 2025
Subject: Weekly Activity Report



Recent Training, Meetings and Events:

- Officer Colantonio was ceremoniously sworn in at Monday's Village board meeting.
- Officer Spelman attended training hosted by the Illinois Association of Property and Evidence Managers pertaining to crime scene evidence collection, procedure, and management.
- Sergeant Finrock attended a "Drone as First Responder" (DFR) presentation at the Willowbrook Police Department.
- PD staff met with PW to review plans for "Walker Fest" taking place this afternoon and the "Distillinois" spirits tasting event scheduled for next Saturday, September 27th.
- I attended the weekly Village staff meeting.

Recent incidents:

Sept 12, 10:40pm, officers responded to a business on the three-hundred block of Holmes Ave for the report of a suspicious person. Upon locating the subject in question, it was determined the subject was simply waiting for family members who were shopping inside the business.

Sept 12, 2:23pm, officers met with a resident who was the victim of an identity theft. An unknown subject used the victim's credit card information to fraudulently purchase a cell phone. The victim received an email alerting them of the purchase. They were able to successfully cancel the order, suffering no monetary loss. Further investigation is pending.

Sept 13, 8:08pm, officers responded to the report of a verbal domestic between family members at a residential unit on the one-hundred block of Ann St. The argument was successfully mediated and officers provided domestic related resource information.

Sept 14, 2:50am, officers responded to a loud noise complaint at a multi-unit complex on the one-hundred block of Ann St. Upon arrival, officers met with tenants of two different units who were arguing about loud music. The complaining party knocked on the window of the unit where the music was being played and damaged the window in doing so. Officers were able to mediate the situation and referred the parties to their landlord regarding the damaged window.

Sept 16, 4:21pm, officers from CHPD, Hinsdale PD and Westmont PD assisted in the traffic stop of a vehicle on Ogden Ave at Rte 83. The vehicle was evading Western Springs PD who previously attempted to stop the vehicle in their town. The driver of the vehicle was ultimately taken into custody by Western Springs officers and transported to their station on multiple charges.

Sept 17, 9:45pm, a vehicle traveling on Rte 83 near Burlington Ave was stopped for having expired registration. Officers determined the driver also had a suspended license and could not provide proof of valid insurance for the vehicle. The driver was cited for expired registration, operating an uninsured motor vehicle, driving while license suspended and released with a mandatory court date. The vehicle was towed from the scene.

**Please remember to help us prevent crime by locking your homes
and cars to deter criminal activity and theft.**



MEMORANDUM

To: Paul Dalen, Interim Village Manager
From: Fire Chief David Godek
Date: September 19, 2025
Subject: Weekly Department Report

Fire Prevention Bureau Activity:

- We are working with Mycroft Row Townhomes on the final inspections.
- On Thursday, I conducted the annual fire drill at Notre Dame along with the fire inspection.
- I set up a conference call with Image Trend to discuss a new fire reporting platform.
- Twelve fire inspections were conducted this week.
- One residential sprinkler inspection was conducted on Tuesday.
- I met with Johnson Controls to change out one Keltron battery on Tuesday.
- On Tuesday, I contacted a building owner to inform them of violations.

Quarter Master:

- The Quarter Master closet was organized this week.

Emergency Medical Services Report:

- On Tuesday, I attended the virtual Loyola EMS Coordinator meeting. At this meeting, new policies and procedures were discussed.
- New in-service training will be conducted in October, and new EMS SMOs will go into effect in November.
- Two Paramedics will be attending CPR Instructor training.

Building Services:

- The repair of the front AC unit was made by the vendor on Monday.
- JCI corrected the Train Depot Keltron fire radio project paperwork and is going to schedule to complete the project.

Emergency Management Report:

- Building Department Director Ed Cage completed the DuPage County Hazard Survey and returned it to the county, and this survey is done on an annual basis.

Command Staff Meetings:

- This Wednesday, we did not meet due to schedule conflicts.

Training:

- Crew members have also started training on gas meters.
- Crews attended fire training with Westmont FD this week 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.
- Single Role Paramedic Liam Blake and FF/PM Brouwer started orientation time this week, and two other members are moving towards onboarding next week.



Du-Comm Communications:

- On Tuesday, I reached out to DuComm about EMS information on Pediatric weights.
- On Monday, staff updated the ETSB alert and idle status boards.
- I attended an ETSB update this week.
- On Thursday, ETSB followed up with us regarding our paperwork for our portable radios.

Vehicle Maintenance:

- L86 came back from the Dealer on Monday and was pump tested on Tuesday. E86 was already pump tested for the year.
- We have three other vehicle projects still to complete for the year across the vehicle fleet.
- On Thursday, I worked with Public Safety Direct on various items.
- We are searching for quotes for Hose testing.

