



# Village of Clarendon Hills Weekly Manager Reports

**9/26/2025**

- ✓ **Manager's Report**
- ☐ **Finance Dept. Report**
- ✓ **Public Works Dept. Report**
- ✓ **Community Dev. Dept. Report**
- ✓ **Police Dept. Report**
- ✓ **Fire Dept. 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: Paul Dalen, Acting Village Manager  
Date: September 26, 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 22<sup>nd</sup>, at 6:30pm. Staff anticipates that the workshop will be held at Prospect School.
- **Budget** – Staff is finalizing the budget and having final meetings with staff and the Finance Chair Trustee before the first reading scheduled for the October 20<sup>th</sup>, Board Meeting.
- **Hosek Park** – Staff continues to work with the Park District on stormwater issues in Hosek Park.
- **Village Tik Tok** – The Village now has a Tik Tok account. [Follow us here at villageofch.](#)
- **Sparrow Construction** - Construction at Sparrow continues to progress. Please see the video created by our Communications Intern, Abby. [here](#)
- **State Champions Signage** – AVM Johnson worked with Public Works this week on plans to update the existing signage to recognize U10 & U11 Softball State Champions.
- **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 16<sup>th</sup>. Check out the Chambers website for more information. <https://www.clarendonhillschamber.com/>
- **Distillinois-** Tierra Distilling Co. will host the 2025 Distillinois Annual Whiskey and Spirits Festival this weekend on September 27<sup>th</sup> from 2pm to 6pm. They will be utilizing the plaza and the Village Hall grounds for the event. [Tickets are \\$50 each and are available here](#). Officers from the Police Department will be manning the event.
- **The Clarendon Hills Fire Department Open House-** Please join the CHFD on October 4<sup>th</sup> from 11am to 2pm for their annual open house. This event is always fun for the kids.

- **Witches Ride 2025** – Staff is preparing for the Annual Witches Ride being held on October 18<sup>th</sup>. There is an after party planned at Teirra Distillery. The ride route has changed and is somewhat reversed. To sign up, please follow the link below. [2025 Witches Ride – Clarendon Hills Infant Welfare Society](#).
- **Halloween Walk**- This event is scheduled for October 25<sup>th</sup>, from 3pm to 7pm.



## MEMORANDUM

**To:** Paul Dalen, Village Manager  
**From:** Brendan McLaughlin, Public Works Director  
**Date:** September 26, 2025  
**Subject:** Weekly Report

1. Crews prepped and laid asphalt patches in locations that were impacted from water main breaks and storm sewer repairs.
2. Landscape restoration followed at those same locations and in areas that had sidewalk squares replaced.
3. I attended a DuPage Mayors and Managers Conference Workshop on Federal Funding for Roadways.
4. Staff coordinated with the Village Engineer and with the engineer for the Park District on a proposed storm sewer installation at Hosek Park.
5. The Village Engineer also performed field checks for various storm sewer segments after reviewing the inspection films for Burlington Avenue.
6. I reviewed a Master Right of Way Agreement to manage multiple fiber companies seeking to buildout fiber networks throughout the Village.
7. The Village Manager and I met with neighbors of the Hinsdale Golf Club to go over stormwater issues.
8. Additional work included:
  - Staging equipment and barricades for Saturday's Distill Illinois event
  - Watering Downtown planters and new grass areas
  - Farmers Market – set up and take down
  - Installing new parking signs for apartment areas
  - New water line service inspection
  - Replacement meter installations
  - Replacement water meter transmitter equipment
  - Pre-pour inspections for new driveways

## MEMORANDUM

TO: Paul Dalen, Interim Village Manager  
FROM: Ed Cage, AICP, Community Development Director  
DATE: September 26, 2025  
RE: Community Development Department Report

1. **Meeting:** Staff attended a virtual pre-application meeting with DuPage County and the applicant for an accessory structure that is proposed close to a regulated floodplain.
2. **Code Enforcement:** The following code enforcement activities occurred this week:
  - Park Will Building 10. Two complaints investigated and Management was contacted.
  - 100 block of Oxford, Overgrown plantings on sidewalk, Violation Notice sent.
  - 10 block of McIntosh, Building address not posted, Violation Notice sent.
  - 400 block of Ridge, Off-Street parking, Violation Notice sent, Staff followed up today.
  - 290 block of Walker, Two Dead Trees, Violation Notice sent and Staff followed up today.
  - 300 block of 55<sup>th</sup> Street, Dead Tree, Violation Notice sent.
  - Staff is continuing to work on three special projects.
  - Two cases were moved along to Adjudication for the October Adjudication Hearing.
3. **DTDRC Meeting:** The Downtown Design Review Commission (DTDRC) had a regular meeting on 9/24/2025 and the 104 Walker/301 Park Ave project received DTDRC approval, with some conditions.
4. **RFQ Submittals & Process:** The Request for Qualifications (RFQ) for the Architectural and Engineering Services has now closed and the Village received 11 submittals. Three companies were interviewed this week by the RFQ Selection Committee. This item will be discussed further at an upcoming Village Board meeting.

**To:** Acting Village Manager Dalen  
**From:** Chief E. Leinweber  
**Date:** September 26, 2025  
**Subject:** Weekly Activity Report



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**Recent Training, Meetings and Events:**

- Sworn staff has been completing annual in-house Taser training with certified instructor Detective Pech.
- Officer Franchetti completed a one-day NEMRT training course on School Internet Presentation.
- Sergeant Finrock completed forty hours of training to become the department's certified PIO (Public Information Officer).
- I attended the weekly department head staff meeting.
- I attended the monthly DuPage Chiefs of Police Association meeting in Addison.
- Officer Dziekan submitted formal notice of retirement after completing ten years of service with the Village/Department. We are thankful for her dedication and wish her a bright future!

**Recent incidents:**

Sept 19, 10:02pm, officers responded to a residence in a multi-unit complex for the report of a text message sent to 911 from a subject claiming to have been stabbed. After identifying the unit where the text message was sent from, officers determined it was sent by an autistic child who was simultaneously playing Roblox. There was no actual emergency.

Sept 20, 12:23pm, the family of a resident requested officers conduct a well being check due to erratic behavior. The resident in question was located at home, provided assistance and ultimately transported by CHFD to a medical facility for further evaluation.

Sept 20, 6:04pm, officers responded to Hosek Park for the report of a juvenile who had been battered by another juvenile. Investigation revealed that the altercation was pre-planned by the parties involved after several months of back and forth arguing over snapchat. The subjects involved were released to their parents. Further follow-up to be conducted.

Sept 20, 11:40pm CHPD assisted Westmont PD with a significant traffic crash located at the S/B Rte 83 & Ogden ramps where a vehicle went into retention area. After the driver was already out of the vehicle, it eventually caught fire and was nearly fully engulfed before being extinguished by FD personnel.

Sept 21, 9:00pm, the family of a resident requested officers conduct a well being check due to the resident sending them harassing text messages. The subject in question could be heard inside their

residence but refused to answer the door or cooperate with officers. Possible further investigation pending if requested.

Sept 22, 11:18pm, officers stopped a vehicle for a misdemeanor speeding violation while traveling E/B on Ogden Ave. Upon being issued a citation for the speeding violation, the driver began to act erratically and experienced a mental health crisis episode. Medics were called to the scene, and the subject was ultimately transported to a medical facility for further assistance.

Sept 23, 1:56pm, a resident met with officers at the station to report an identity theft. An unknown subject had opened a fraudulent Direct TV account in the victim's name. Identity theft resources were provided to the victim, and a report was made for documentation per request.

Sept 24, 9:30am, officers stopped a vehicle traveling on Rte 83 near 55<sup>th</sup> St for expired registration. Upon speaking with the driver, officers determined the registration was also suspended, the driver's license was suspended, and the vehicle was uninsured. Citations for expired registration, suspended registration for mandatory insurance, operating an uninsured motor vehicle and suspended driver's license were issued. The driver was released with a mandatory court date, and the vehicle was towed.

**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 26, 2025  
**Subject:** Weekly Department Report

### Fire Prevention Bureau Activity:

- We are working with Mycroft Row Townhomes on the final inspections and now have just three of the six residential units remaining.
- On Wednesday, station members started on various tasks to get ready for the Open House.
- I set up a conference call with Image Trend to discuss a new fire reporting platform.
- Three inspections were completed this week.
- One residential sprinkler inspection was conducted on Tuesday.
- On Thursday, I was in contact with a vendor about a new fire panel installation

### Quarter Master:

- New pass tags were ordered for the second ambulance.

### Emergency Medical Services Report:

- On Wednesday, I was working with our Zoll Representative on completing our Zoll One program. We also discussed the upcoming EMS training that accompanies this program.



#### Building Services:

- This week, we interviewed the top three Architects & Engineering groups for the new fire station project.

#### Emergency Management Report:

Nothing to report this week.

#### Command Staff Meetings:

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

#### Training:

- Crew members were out in the field this week conducting pre-planning exercises.
- The Training Division is preparing another acquired structure for upcoming training events.
- 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:

- No new application came this week.
- Single Role Paramedic Blake completed his orientation time, and FF/PM Brouwer continued his orientation time this week. Single Role Paramedic Michaels started orientation this week. Two other members are scheduled to be onboarded next week.



#### Du-Comm Communications:

- On Thursday, I reached out to Support Services about our Image Trend project.

#### Vehicle Maintenance:

- DC Krupp contacted our dealer about a leaking valve on L86 post the pump testing. The dealer technician will be out next week to evaluate the issue.
- Last week, we had new tires installed, and this week, we completed an oil change on M86.



ACS FINANCIAL SYSTEM  
09/24/2025 11:26:10

Claims Register

VILLAGE OF CLARENDON HILLS  
GL050S-V08.22 COVERPAGE  
GL540R

Report Selection:

RUN GROUP... 250924 COMMENT... COMCAST

DATA-JE-ID	DATA COMMENT
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M-09242025-592 COMCAST

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	COMCAST	15257							
	8/25 INTERNET CHARGES	205.15	TELEPHONE	01.510.4212	250413563			592	00002
	8/25 INTERNET CHARGES	200.00	TELEPHONE	01.513.4212	250413563			592	00001
	8/25 INTERNET CHARGES	547.10	TELEPHONE	01.520.4212	250413563			592	00003
	8/25 INTERNET CHARGES	341.94	TELEPHONE	01.530.4212	250413563			592	00004
	8/25 INTERNET CHARGES	136.78	TELEPHONE	01.540.4212	250413563			592	00005
	8/25 INTERNET CHARGES	136.78	TELEPHONE	20.560.4212	250413563			592	00006
		1,567.75	*TOTAL						
		1,567.75	**CLAIMS TOTAL						

Claims Register  
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CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P ID LINE
REPORT TOTALS:		1,567.75					

RECORDS PRINTED - 000006

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
----	-----	
01	GENERAL FUND	1,430.97
20	WATER FUND	136.78
TOTAL ALL FUNDS		1,567.75

BANK RECAP:

BANK	NAME	DISBURSEMENTS
----	-----	
BANK	CLARENDON HILLS BANK	1,567.75
TOTAL ALL BANKS		1,567.75

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

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

ACS FINANCIAL SYSTEM  
09/24/2025 10:54:10

Claims Register

VILLAGE OF CLARENDON HILLS  
GL050S-V08.22 COVERPAGE  
GL540R

Report Selection:

RUN GROUP... 092325 COMMENT... FLAGG CREEK

DATA-JE-ID	DATA COMMENT
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M-09242025-586 FLAGG CREEK

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	FLAGG CREEK WATER RECLAM	28480					
	1 N PROSPECT	23.95	UTILITIES	01.514.4235	1NPROSPECT0925		586 00001
	316 PARK	30.69	UTILITIES	01.534.4235	316PARK092525		586 00002
	448 PARK	27.32	UTILITIES	01.523.4235	448PARK092525		586 00003
	452 PARK	645.55	UTILITIES	01.540.4235	452PARK092525		586 00004
		727.51	*TOTAL				
		727.51	**CLAIMS TOTAL				



Claims Register

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CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P	ID	LINE
REPORT TOTALS:		727.51							

RECORDS PRINTED - 000004

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
----	-----	
01	GENERAL FUND	727.51
TOTAL ALL FUNDS		727.51

BANK RECAP:

BANK	NAME	DISBURSEMENTS
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BANK	CLARENDON HILLS BANK	727.51
TOTAL ALL BANKS		727.51

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

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