



# Village of Clarendon Hills Weekly Manager Reports

**10/3/2025**

- ✓ **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: October 3, 2025  
Subject: Weekly Report

- **Board Meeting** – The next board meeting is Monday, October 20<sup>th</sup>, 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 Community Presbyterian.
- **The Clarendon Hills Fire Department Open House**- Please join the CHFD this weekend on October 4<sup>th</sup> from 11am to 2pm for their annual open house. This event is always fun for the kids.
- **Representative Chuy Garcia Municipal Roundtable** – AVM Johnson attended Representative Garcia's Municipal Roundtable. The discussion focused on immigration, federal community funding cuts, and municipal collaboration.
- **Sparrow Construction** - Construction at Sparrow continues to progress. They plan to close the sidewalk again from 10/6/2025-10/18/25.
- **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.
- **Maintenance Worker I** –Due to an upcoming retirement, the Village has an anticipated opening for Maintenance Work I. For more details and to apply, please visit the [Village website here](#).
- **Hosek Park** – Staff continues to work with the Park District on stormwater issues in Hosek Park.
- **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/>
- **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.
- **Village Tik Tok** – The Village now has a Tik Tok account. [Follow us here at villageofch](#).

**MEMORANDUM**

**To: Paul Dalen, Acting Village Manager**  
**From: Collin Franco, Operations Supervisor**  
**Date: October 3, 2025**  
**Subject: Weekly Report**

1. Staff completed tree removals this week.
2. New parking signs were installed for permit parking.
3. Staff completed vehicle maintenance on trucks and other equipment.
4. Crews repaired a storm sewer that was creating a sinkhole on Walnut Street.
5. On Wednesday, staff completed monthly water meter readings. Repairs are being made to radio transmitters that have malfunctioned.
6. Landscape restoration was completed from prior infrastructure work.
7. Water samples, JULIE locates, various water appointments, and EPA reports were completed.
8. Crews will be in on Sunday morning for line striping in the Metra lot. The lot will be closed off from 5-7 a.m.
9. Due to the dry weather, we recommend watering any newly planted trees from the last few years.

## MEMORANDUM

TO: Paul Dalen, Acting Village Manager  
FROM: Ed Cage, AICP, Community Development Director  
DATE: October 3, 2025  
RE: Community Development Department Report

1. **Meeting:** Staff met with a developer regarding the potential of purchasing some multi-family properties.
2. **Code Enforcement:** The following code enforcement activities occurred this week:
  - Arthur Ave, Lien, Staff worked to clear up the matter with the Police regarding a lien complaint.
  - 300 block of 55<sup>th</sup>, Dead Tree, Resident communicated that a tree company will be removing the dead tree.
  - 400 Block of Ruby, Staff evaluated the progress of the new home.
  - Barclay Ct, Trees overhanging from the Birches Living Center. Staff contacted both parties and provided information.
  - 100 block of N. Prospect Ave. As a result of court proceedings, two inoperable vehicles were towed off a property.
  - Three other special projects are continuing to move towards compliance.
  - 250 block of Coe Rd, Complaint of dust during the demolition of a vacant home. The matter was unfounded.
3. **Landscaping on Park Ave:** With the Village Board recently approving landscaping improvements on Park Ave and Eastern Ave, Staff has drafted an easement for the installation of the planned landscaping materials.
4. **Meeting:** Staff attended a kick-off meeting with Houseal Lavigne.

**To:** Acting Village Manager Dalen  
**From:** Chief E. Leinweber  
**Date:** October 3, 2025  
**Subject:** Weekly Activity Report



---

**Recent Training, Meetings and Events:**

- Sergeant Finrock attended a D181 safety curriculum planning meeting.
- Sergeant Finrock performed a safety drill at Notre Dame School and spoke with teachers & staff about safety procedures.
- Staff attended a DuPage County database RFP meeting.
- I attended the weekly department head staff meeting.
- I attended the monthly DuPage Chiefs networking breakfast meeting in Hinsdale.
- Sergeant Wendy Porter officially announced her retirement after 24+ years with the Village. Her last day will be October 16<sup>th</sup>. The PD is grateful for her service and dedication and wishes her the best in future endeavors.

**Recent incidents:**

Sept 26, 12:07pm, the driver of a vehicle traveling on Ogden was stopped and cited for no valid license. The driver was also unable to provide valid proof of insurance for the vehicle. Citations for no valid license and operating an uninsured motor vehicle were issued, and the driver was released with a mandatory court date. The vehicle was towed from the scene.

Sept 27, 8:20am, officers responded to a residence for the report of a domestic dispute between family members. Officers were able to calm the situation and provided domestic-related resources to both parties.

Sept 30, 12:12pm, management staff from a business on the three-hundred block of Holmes Ave called to report a delayed retail theft from the previous night. Two unknown subjects captured on video are alleged to have left the business with a cart full of merchandise valued at approximately \$1,300.00 without paying. Further investigation is ongoing.

October 2, 4:25pm, officers spoke with a resident at the station regarding a theft report. The victim advised that a recently ordered iPhone was stolen while in transit to their residence. Further investigation is pending.

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

## MEMORANDUM

**To:** Paul Dalen, Acting Village Manager  
**From:** Fire Chief David Godek  
**Date:** October 3, 2025  
**Subject:** Weekly Department Report



### Fire Prevention Bureau Activities:

- We are working with Mycroft Row Townhomes on the final inspections and now have just three of the six residential units remaining, and the next inspection is October 8<sup>th</sup>.
- This week, members were working on various tasks to get ready for the Open House.
- I set up a conference call with Image Trend to discuss permissions with the new fire reporting system.

### Quarter Master:

- New pass tags came in for M87.
- Three new employees were outfitted with uniforms and protective clothing.

### Emergency Medical Services Report:

- Monthly drug exchange completed at Loyola with Paramedic Gonzalez to explain the most efficient procedure to complete the process.
- Monthly ambulance reports were CQI and sent in for billing.
- On Wednesday, I met with our Zoll Representative about the newest cardiac monitor in their product lineup.
- M87 is up and running, and M86 is the second ambulance to level out mileage and exercise both vehicles.

### Building Services:

- Light landscape work performed at the station.

### **Emergency Management Report:**

Nothing to report this week.

### **Command Staff Meetings:**

- This Wednesday, we met briefly and discussed more in depth about our accomplishments this year and goals for 2026.

### **Training:**

- 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:**

- One new application came this week.
- Paramedic Michaels, Paramedic Blake, and FF/PM Brouwer completed orientation and will start shift work soon.
- Two other FF/PMs are in the hiring process.

### **Du-Comm Communications:**

- On Thursday, we were advised by ETSB that fire portable radios will be starting to be issued very soon.

### **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.
- New graphics were installed on all station vehicles.



**FIRE DEPARTMENT  
OPEN HOUSE!**

Saturday, October 4th from 11 AM to 2 PM.  
Stop by for some food, refreshments,  
and meet our firefighters  
along with Sparky the Fire Dog!

*The Fire Station is located at 316 Park Avenue.*



ACS FINANCIAL SYSTEM  
10/03/2025 10:59:23

Claims Register

VILLAGE OF CLARENDON HILLS  
GL050S-V08.22 COVERPAGE  
GL540R

Report Selection:

RUN GROUP... 100325 COMMENT... MANUALS 10.03.25

DATA-JE-ID	DATA COMMENT
-----	-----

M-10032025-691 MANUALS WEEK OF 10.03.25

Run Instructions:

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



Claims Register  
.....

CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P	ID	LINE
2025									
	COMED	15277							
	0 N OGDEN LITE	2,102.67	UTILITIES	10.541.4235	0NOgdenLite10.			691	00001
	5506 VIRGINIA	120.03	UTILITIES	01.540.4235	5506virginia10			691	00002
		2,222.70	*TOTAL						
	NICOR GAS	60720							
	1 N PROSPECT	60.93	UTILITIES	01.514.4235	1NProspect0819			691	00003
	212 BURLINGTON	61.18	UTILITIES	01.546.4235	212burlington1			691	00004
	261 ANN	55.26	UTILITIES	20.560.4235	261ann10.06.25			691	00005
	316 PARK	201.84	UTILITIES	01.534.4235	316Park10.09.2			691	00006
	448 PARK	174.68	UTILITIES	01.523.4235	448Park10.06.2			691	00007
	452 PARK	108.64	UTILITIES	01.546.4235	452park10.06.2			691	00008
	452 PARK	58.49	UTILITIES	20.560.4235	452park10.06.2			691	00009
	5506 VIRGINIA	23.69	UTILITIES	01.514.4235	5506virginia10			691	00010
		744.71	*TOTAL						
		2,967.41	**CLAIMS TOTAL						

Claims Register

.....									
CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P	ID	LINE
REPORT TOTALS:		2,967.41							

RECORDS PRINTED - 000010

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
----	-----	
01	GENERAL FUND	750.99
10	MOTOR FUEL TAX FUND	2,102.67
20	WATER FUND	113.75
TOTAL ALL FUNDS		2,967.41

BANK RECAP:

BANK	NAME	DISBURSEMENTS
----	-----	
BANK	CLARENDON HILLS BANK	2,967.41
TOTAL ALL BANKS		2,967.41

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

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