



Village of Clarendon Hills

Weekly Manager Reports

10/10/2025

- 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

MEMORANDUM

To: Village President Tech and Board of Trustees
From: Paul Dalen, Acting Village Manager
Date: October 10, 2025
Subject: Weekly Report

- **Board Meeting** – The next board meeting is Monday, October 20th, at 6:30 PM at the Village Hall.
- **Downtown Visioning** – The first workshop is scheduled for October 22nd, at 6:30 PM. The workshop will be held at Community Presbyterian
- **Sparrow Construction** - Construction at Sparrow continues to progress. Please be aware that the sidewalks remain closed in the immediate area. Please follow the sidewalk detour signs.
- **Budget** – The Finance Chair Trustee will be presenting the first reading of the budget at the October 20th Board Meeting.
- **Chamber Board Meeting** – AVM Johnson attended the monthly Chamber Board meeting on Wednesday. The annual events Chamber grant request was discussed.
- **Comcast** – AVM Johnson met with Comcast about increasing the Village's network speed and possible phone system opportunities.
- **Lion's Club 75th Anniversary** – Deputy Clerk Pries attended the Lion's Club Board Meeting on Tuesday night; she is putting together a booklet for their 75th anniversary.
- **IRMA Quarterly Board Meeting** – AVM Johnson attended the Village's quarterly risk management meeting on the Village's behalf. Overall rates have been lower.
- **Maintenance Worker I** – Staff interviewed several candidates this week and plan to make an offer to one of the candidates next week.
- **Police Officer Retirement** – This week, Officer Dziekan retired from the Department after 10 years of service. Next week, Sergeant Porter will be retiring after 24 years of service. We thank them for their service and wish them the best. Additionally, the Department is working on a hiring process to replace the retirees.
- **Park District** – Staff continues to work with the Park District on stormwater issues in Hosek Park. Also, as a result of the Williams Court subdivision, the Village was able to award the Park District \$21,000 in land cash money
- **Hinsdale Golf Club** - The Club intends to begin course construction shortly. Director McLaughlin and Director Cage have been working with the Club regarding permits and engineering.

- **Hinsdale Golf Club-** HGC annual Skeet Shooting license was issued this week. Skeet shooting season is from Nov 1st through February 28th.
- **Farmers Market** –The Chamber of Commerce Farmers Market wraps up for the season on October 16th. You can shop on this last day from 7am to 1pm in front of the Village Hall. Check out the Chambers website for more information. <https://www.clarendonhillschamber.com/>
- **Witches Ride 2025** – The Annual Witches Ride is being held on October 18th. 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 Chamber of Commerce event is in the downtown on October 25th, from 3 pm to 7 pm. For more information, visit <https://www.clarendonhillschamber.com/>
- **Halloween Trick or Treat Hours**- Village trick or treating is on October 31st, from 3 pm to 7 pm.



MEMORANDUM

To: Paul Dalen, Village Manager
From: Brendan McLaughlin, Public Works Director
Date: October 10, 2025
Subject: Weekly Report

1. A catch basin on Park Avenue was repaired. New concrete curb was poured after the repair.
2. A culvert was replaced on Western.
3. Sidewalk squares that could not be ground down were replaced on Prospect, Ann and Park. A section of concrete ribbon was replaced on Walnut.
4. Equipment and materials were staged on Friday for a storm sewer replacement project that starts on Monday at the Hinsdale Golf Club.
5. Staff attended a pre-construction meeting at Hinsdale Golf Club as they are planning updates to the course.
6. Tree removals were completed both by our contractor and our in-house staff.
7. Plans were received from the Park District for storm drain work at Hosek Park.
8. Additional work included:
 - Watering Downtown planters and new grass areas
 - Collecting water samples and transporting them to the lab
 - Farmers Market – set up and take down
 - Inspection of parkways following residential building projects
 - Utility locates
 - Replacing water meter reading transmitters
 - Hauling spoils to the dump
 - Troubleshooting some lighting issues at the train station



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Clarendon Hills, Illinois 60514
630.286.5412

MEMORANDUM

TO: Paul Dalen, Interim Village Manager
FROM: Ed Cage, AICP, Community Development Director
DATE: October 10, 2025
RE: Community Development Department Report

1. **Meeting:** Staff met with a developer regarding the potential purchasing of a property on Burlington Ave.
2. **Code Enforcement:** The following code enforcement activities occurred this week:
 - 300 block of 55th, Dead tree, Tree removed, in compliance.
 - 280 block of Walker, Dead trees, Three trees removed, in compliance.
 - 300 block of Western, Demo site reviewed.
 - 300 block of Ruby, Demo site reviewed.
 - 100 block of Arthur, Demo site reviewed.
 - MyCroft residential sprinkler system inspection passed leaving two units remaining.
 - Staff completed inspections in 136-148 Ann.
 - Two other special projects continue to move forward.
3. **Downtown Business Meeting:** Staff met with the Sparrow Coffee owner and operator regarding the RDA extension.
4. **Meeting:** Staff met with a resident about questions and obtaining a fence permit.

To: Acting Village Manager Paul Dalen
From: Chief Ed Leinweber
Date: October 10, 2025
Subject: Weekly Activity Report



Recent Training, Meetings and Events:

- Detective Pech and Officer Gerstenkorn represented CHPD at the CHFD Open House last Saturday.
- Detective Pech and Officer Franchetti represented CHPD at the Prospect Elementary School "Walk to School Day" festivities.
- A Sergeant staff meeting was held at the PD on Friday.
- I attended the weekly department head staff meeting at Village Hall.
- The PD hosted a "Cake & Shake" send-off for Officer Dziekan, who retired after ten years of service with the Village.

Recent incidents:

October 4, 1:12pm, officers stopped a vehicle for a lane usage violation while traveling through the central business district. The driver of the vehicle also had an expired license. Citations for both violations were issued, and the driver was released with a mandatory court date.

October 7, 11:24am, a resident came to the station to file a fraud report. An unknown individual had fraudulently ordered two cellular phones on the victim's account. The cell phone provider is conducting an investigation into the matter. A report was provided for documentation. No dollar loss was suffered.

October 8, 5:42pm, a resident came to the station regarding a theft of property. A cell phone was reportedly taken from inside the victim's vehicle while it was parked unattended. Further investigation is pending.

October 9, 12:12pm, officers responded to the report of a 911 hang-up call in the area of 58th St and Holmes Avenue. The call had been placed by a resident who reported a friend of theirs who was alleged to have been the victim of a domestic incident in another town. Officers gathered pertinent information from the caller and notified the jurisdiction where the alleged incident occurred so that they could take over the investigation.

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 9, 2025
Subject: Weekly Department Report



Fire Prevention Bureau Activities:

- We are working with Mycroft Row Townhomes, unit 6, and passed inspection on Wednesday.
- Station Crews attended Prospect School Walk to School.
- DC DeLillo had a conference call with Image Trend to discuss the construction of our new records management platform.
- On Saturday, we conducted our Fire Department Open House, which saw approximately 500 people. The theme this year was *Charge into Fire Safety*. Concentrating on fire safety in the home with Lithium-Ion batteries. The members worked hard preparing for the event, which went well.
- Three fire inspections were completed this week, and Stop Work notices were purchased.
- Several Pub-Ed events occurred this week, as it's Fire Prevention Week.



*Possibly two future first responders enjoying events at the Open House.
It was a beautiful October day to learn from our Firefighters and Police Officers.*

Quarter Master:

- New pass tags came in for M87.
- Items re-organized after Open House.

Emergency Medical Services Report:

- Items re-organized in M87.
- Ambulance reports were CQI and sent in for billing.
- On Wednesday, Zoll One paperwork was sent for the January 2026 rollout.

Building Services:

- Clean up at the FD post Open House.

Emergency Management Report:

Nothing to report this week.

Command Staff Meetings:

- This Wednesday, we met briefly and discussed upcoming Lexipol policies.
- DC Krupp is working on a Small Tool grant.

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.
- Training Officer Henry conducted live fire training at the drill tower for our crews and Western Springs FD.
- Westmont FD covered our calls for us while we were attending live fire training in Darien. No calls occurred during that time.
- On Thursday, the Explorers and duty crew attended fire training with Westmont FD at an acquired structure on Ruby.

New Employees:

- One new application came this week.
- Two new candidates are being processed.

Du-Comm Communications:

- On Thursday, we received our new Motorola portable fire radios from ETSB. The rollout for this had taken approximately forty-five minutes. This project took approximately 4 years to complete due to many obstacles. The next goal will be to place new vehicle mobile radios around February 2026.



- On Tuesday, programming changes were sent in to correct a couple of items.



Eve Kraus from DuPage ETSB came out to perform our radio rollout this Thursday.

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.
- L86 body work scheduled for November 17, 2025.

