



Village of Clarendon Hills

Weekly Manager Reports

10/17/2025

- 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 17, 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. Staff, along with several residents, President Tech, and I met with Houseal Lavigne for a Business District tour on Thursday.
- **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.
- **IRMA Safety Summit** – AVM Johnson attended the Village's Risk Management provider's annual Safety Summit on Wednesday
- **Maintenance Worker I** – Staff made an offer this week to a candidate and background checks are being performed.
- **Farmers Market** –The Chamber of Commerce Farmers Market wrapped up for the year. It felt like a success for many of the vendors and visitors, as many residents enjoyed visiting each week.
- **Witches Ride 2025** – The Annual Witches Ride is being held this weekend, 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, Acting Village Manager
From: Brendan McLaughlin, Public Works Director
Date: October 17, 2025
Subject: Weekly Report

1. In-house crews replaced 90 feet of storm sewer that runs underneath a fairway at the Hinsdale Golf Club. The storm sewer was made of corrugated metal pipe and had rusted out to the point where it could not be lined.
2. New plants were installed at the corner of Park and Eastern by Premiere Landscaping.
3. Fall plantings were installed in the Downtown planters by The English Garden Flower Shop.
4. I reached out to the concrete contractor at Sparrow to coordinate with them on completing some additional concrete replacement and to advise them to coordinate with their plumber regarding installation of a new water service line before completing the patio.
5. Additional work included:
 - o Watering Downtown planters and new grass areas
 - o Collecting water samples and transporting them to the lab
 - o Farmers Market – set up and take down
 - o Inspection of parkways following residential building projects
 - o Utility locates
 - o Troubleshooting some wifi issues at the train station

MEMORANDUM

TO: Paul Dalen, Acting Village Manager
FROM: Ed Cage, AICP, Community Development Director
DATE: October 17, 2025
RE: Community Development Department Report

1. **Downtown Business Meeting:** Staff met with a new business owner who is looking to occupy the property at 5 S. Prospect Avenue. Since the meeting, the Operator of Jacaranda Boutique and Interiors has submitted a permit to build out the vacant unit at the corner. The Operator is interested in improving the current façade and is anticipating submitting a TIF Aesthetic Grant for façade improvements and signage.
2. **Code Enforcement:** The following code enforcement activities occurred this week:
 - 5705 Holmes, Boiler key issue, issue resolved.
 - 5705 Holmes, Plumbing Questions answered, issue resolved.
 - 5600 Western Ave, Address and Off-Street Parking, violation notice sent.
 - 5700 Western Ave, Permit check, permit in place.
 - 5600 Western Ave, Multiple violations, notice sent for eight violations.
 - 200 Grant, Property overgrown, compliance achieved,
 - 201 Walker, House painted, completed.
 - 362 Ruby, Home demolished, completed.
 - 108 Eastern, Water disconnected, Public Works Director closed the case and deposit addressed.
 - 254 Coe Rd, Home Demolished, completed.
 - 362 Western Ave, Site being cleared of trees, completed.
 - Twelve signs removed from illegal postings across village.
 - Staff working on three special projects.
3. **Chamber of Commerce Meeting:** Staff attended the Chamber of Commerce meeting and provided the Village update on a number of current projects.
4. **Meeting:** Staff attended the Downtown Tour with Elected Official, Staff and consultants Houseal Lavigne.

To: Acting Village Manager Paul Dalen
From: Chief Ed Leinweber
Date: October 17, 2025
Subject: Weekly Activity Report



Recent Training, Meetings and Events:

- Sergeant Finfrock attended the D181 school safety meeting at the district office in Hinsdale.
- Sergeant Robak attended the DuPage County State's Attorney law enforcement training seminar at the judicial complex in Wheaton.
- Staff worked to finalize planning and setup for the "Witches Ride" taking place Saturday afternoon.
- I attended the ETSB podcast update online.
- Sergeant Wendy Porter retired Thursday after 24 years of service with the PD and Village. We are deeply grateful for her dedication and professionalism and wish her well in future endeavors.

Recent incidents:

October 10, 11:31pm, officers responded to a residence for the report of a domestic disturbance between family members. The disturbance was quelled by officers on scene with neither party having any indication of injury. One of the parties voluntarily left the residence for the evening. Domestic related resources were provided.

October 11, 11:11pm, officers were dispatched to a property damage car accident on Rte 83 near 55th St. One of the drivers involved was found to not have a valid license. The driver was issued citations for improper lane usage, no valid license and released with a mandatory court date.

October 12, 9:07pm, the owner of a vehicle called to report that their vehicle had been damaged by an object thrown by subjects riding past on e-bikes. The vehicle owner decided only to have the incident documented for reference.

October 13, 10:24am, officers met with a resident at the station for an identity theft report. The resident had fallen victim to someone filing a fraudulent unemployment claim in their name with the IDES. A report was provided for documentation purposes.

October 13, 10:am, officers were dispatched to the station for the report of a delayed domestic incident involving former in-laws. Interviews of some of the parties involved were conducted with further investigations pending.

October 14, 8:40am, officers met with a resident at the station for an identity theft report. The resident was alerted to unauthorized credit card charges to their account by an unknown subject at a hotel in

Florida. Identity theft resources were provided, and a report was made. Further investigation is pending.

October 14, 7:12pm, a vehicle was stopped for not having illuminated taillights when required while traveling on Rte 83 near Chicago Avenue. Officers discovered the driver's license was expired for over a year and they did not have valid insurance for the vehicle. Citations for improper lighting, no valid license and operating an uninsured motor vehicle were issued. The driver was released with a mandatory court date, and the vehicle was towed.

October 15, 8:53am, a vehicle was stopped for the driver disobeying a stop sign on Coe Rd. Officers learned the driver also had a valid warrant for their arrest. The driver was taken into custody on the warrant and transported to DuPage County jail.

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 17, 2025
Subject: Weekly Department Report



Fire Prevention Bureau Activities:

- Two residential sprinkler inspections were conducted this week, and both failed.
- On Monday, I met with a condominium President about their project.
- On Wednesday, we started planning for the 2026 FD Open House.
- Three fire inspections were completed this week.

Quarter Master:

- Nothing to report this week.

Emergency Medical Services Report:

- Loyola rescheduled continuing education to November.
- Ambulance reports were CQI and sent in for billing.

Building Services:

- Johnson Controls completed the Train Depot AED installation on Wednesday.

Emergency Management Report:

Nothing to report this week.

Command Staff Meetings:

- The meeting this week was canceled due to schedule conflicts.

Training:

- The Training Division set up a consumption drill for members this week.
- 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.
- Assistant Training Officer Penn attended the Division 10 Haz-mat meeting and brought back information.
- Instructors from Metra came out this week and presented their annual safety course.

New Employees:

- One new application came this week.
- The Police Department is processing two new candidates.

Du-Comm Communications:

- On Tuesday, I attended an ETSB virtual session discussing the recent rollout of fire portable radios and the new mobile radios expected to arrive in the first half of 2026.
- Du-Comm canceled the Chiefs Operations meeting and rescheduled it for November.
- I attended the Fire Operations meeting at Du-Comm on 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 will be installed in the last week of October for staff vehicles.
- L86 body work scheduled for November 17, 2025.

Western Springs Fire Department Ladder 1719 and our Ladder 86 are shown here flying the American Flag at the 30th Annual Silent Parade on October 10th. This parade is a tribute to fallen Firefighters and fire victims and is held every October. This parade leaves Hinsdale and concludes at Trinity Lutheran Church in Lisle.

