



Village of Clarendon Hills

Weekly Manager Reports

10/24/2025

- 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 24, 2025
Subject: Weekly Report

- **Board Meeting** – The next board meeting is Monday, November 17th, at 6:30 PM at the Village Hall.
- **Downtown Visioning** – Thank you to the residents who attended the October 22nd workshop. Overall, it was well attended, and a myriad of issues were raised. The next workshop is scheduled for November 19th at 6:30 PM at Community Presbyterian.
- **Sparrow Construction** - Construction at Sparrow continues to progress. Even though they added a construction fence around the site, please continue to exercise caution while walking in the area. Please follow the sidewalk detour signs.
- **Witches Ride 2025** – By all accounts, the Annual Witches Ride went off without a hitch. I want to thank the Police Department and Public Works for helping to make it a success.
- **Halloween Walk** - This Chamber of Commerce event is being held downtown on October 25th, from 3 PM to 7 PM. For more information, visit <https://www.clarendonhillschamber.com/>
- **Blackhawk Heights** - Sunday is Blackhawk Heights' 60th Annual Halloween Parade and Block Party. Police and Fire will be leading the Parade.
- **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 24, 2025
Subject: Weekly Report

1. In-house crews worked on tree removals and a limited amount of trimming this week.
2. Staff supported the Witches Ride last Saturday.
3. Barricades were staged on Friday for the Chamber of Commerce's Trick or Treat event this weekend.
4. Crews did a fair amount of cleanup on Monday following the storm sewer project last week.
5. Work Zone flagger training was completed this week.
6. Staff inspected the new water tap for Sparrow Coffee on Friday. Their pressure test and chlorination is scheduled for next week.
7. Additional work included:
 - Watering Downtown planters and new grass areas
 - Collecting water samples and transporting them to the lab
 - Inspection of parkways following residential building projects
 - Utility locates
 - Hauling spoils to the dump.

MEMORANDUM

TO: Paul Dalen, Interim Village Manager
FROM: Ed Cage, AICP, Community Development Director
DATE: October 24, 2025
RE: Community Development Department Report

1. **Downtown Business Meeting:** Staff had a follow-up meeting with a new business owner who is looking to occupy the vacant 5 S. Prospect Avenue. The operator of Jacaranda Boutique and Interiors has submitted a permit to remodel and build out the vacant unit at the corner, along with a new business license application.
2. **Code Enforcement:** The following code enforcement activities occurred this week:
 - 100 Woodstock, Commercial vehicle, Owner stated it should be moved by October 24th.
 - 57 Ogden, Permit check, Project completed.
 - 107 Ogden, Trees and weeds violations, Violation Notice sent to owner.
 - 5730 Concord, Permit check, Staff met with owner and no permit is needed.
 - 268 Oxford, Multiple Violations, Staff met with the owner and reviewed the violations. A notice was sent.
 - Three special projects are ongoing.
 - Two illegal signs were taken down.
3. **100 Park Ave:** Staff has informed the Sparrow Coffee owners and contractor that a fence must be installed around the property this week, during their major on-site and off-site construction period. This is especially important with the upcoming Halloween Walk event planned for the downtown area on 10/25/2025.
4. **The Oaks of Clarendon Hills:** The project on 58th Street is looking to break ground in the next week or two. The project, which includes grading and the construction of two townhomes, was approved by the ZBA/PC and Village Board this past summer.

To: Acting Village Manager Paul Dalen
From: Chief Ed Leinweber
Date: October 24, 2025
Subject: Weekly Activity Report



Recent Training, Meetings and Events:

- Officers worked the annual Witches Ride event, which took place last Saturday.
- Sergeant Finfrock gave a bike safety presentation to the 6th graders at Hinsdale Middle School.
- A Fire & Police Commission meeting was held at the station to discuss hiring and promotion.
- I attended the weekly staff meeting.
- Staff met to finalize plans for this Saturday's Halloween Walk event.
- I attended the monthly DuPage Chiefs of Police Association meeting in Addison.

Recent incidents:

October 18, 10:22pm, officers responded to Hosek Park for a disturbance between juveniles over damaged property. The parents of the juveniles were contacted, and they decided to handle the situation on their own.

October 19, 1:49pm, officers responded to the report of a hit & run vehicle accident on the three-hundred block of Holmes Ave. Investigation revealed the victim's vehicle was likely damaged while parked at a Target store in another jurisdiction. The victim was referred to that jurisdiction for follow-up.

October 19, 8:22pm, a vehicle was stopped on Ogden Ave for the registered owner having a suspended driver's license. The driver was cited for the suspended license and released with a mandatory court date. The vehicle was seized and towed from the scene.

October 19, 10:45pm, officers responded to a unit in a residential complex on Ann St for a domestic disturbance. The argument was verbal in nature and officers were able to mediate the situation. Domestic related resources were provided.

October 19, 11:00pm, a subject came to the station to report they had been battered by an acquaintance who resides in the village. Further investigation into the matter is pending.

October 20, 12:26pm, a resident came to the station to report a theft of property. A package that had been delivered to the victim's residence had been stolen from the front porch.

October 21, 6:32pm, officers met with a subject at the station who reported a delayed assault. Investigation revealed the incident took place in another town. Officers notified the appropriate jurisdiction who is following up the investigation.

October 23, 10:27pm, officers responded to the report of a hit & run vehicle accident on Rte 83 near 55th St. The victim of the accident advised the other party was known to them and they were having a domestic dispute. Officers are investigating the matter further.

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 24, 2025
Subject: Weekly Department Report



Fire Prevention Bureau Activities:

- Two residential sprinkler inspections were conducted this week.
- On Thursday, I met with the builder about a new home they are looking to build.
- Four fire alarms were fixed, and two more are pending repair.
- Twelve fire inspections were completed this week.
- One rapid entry system was repaired this week.

Quarter Master:

- Nothing to report this week.

Emergency Medical Services Report:

- Replacement parts were ordered for the M87 Thermometer
- Ambulance reports were CQI and sent in for billing.

Building Services:

- Nothing to report this week.

Emergency Management Report:

Nothing to report this week.

Command Staff Meetings:

- We met this week and discussed ongoing projects.

Training:

- On Thursday, the crew attended joint training with Public Works on below-grade operations.
- 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 Lexipol policies were published this week.

New Employees:

- One new application came this week.

Du-Comm Communications:

- A support ticket was placed on two portable radios.

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.
- L86 body work scheduled for November 17, 2025.
- E86 went to the dealer to have the rear suspension shim installed. As of Thursday, they are still waiting for an additional part.

