



Village of Clarendon Hills Weekly Manager Reports

10/31/2025

- ✓ **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 31, 2025
Subject: Weekly Report

- **Board Meeting** – The next board meeting is Monday, November 17th, at 6:30 PM at the Village Hall.
- **Downtown Visioning** – The next workshop is scheduled for November 19th at 6:30 PM at Community Presbyterian. As a reminder, please fill out the survey posted on the Village website.
- **DCEO Grant Award** - AVM Johnson received final documents from the State of Illinois DCEO (Department of Commerce and Economic Opportunity) on the award of \$100,000 grant for 2024 Road Program projects.
- **IRMA Policy Review Visit** – AVM Johnson met with representatives from IRMA the Village's Risk Management Agency in preparation for a policy review visit scheduled for early next year.
- **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.
- **Halloween Walk**- The Halloween Walk was a success once again. This Chamber of Commerce event was well attended, and Staff ran out of candy in short order. Special thanks to Staff for helping to make it a memorable event for the kids.
- **New Fire Station Build**- Staff met with representatives from FGMA to discuss the potential new site and the overall project.
- **Halloween Trick or Treat Hours**- Village trick or treating is on October 31st, from 3 PM to 7 PM.
- **Veterans Day** - Village Offices will be closed Tuesday, November 11th, in observance of Veterans Day.



Spice Girls with Salty and Pepper!

MEMORANDUM

To: Paul Dalen, Acting Village Manager
From: Brendan McLaughlin, Public Works Director
Date: October 31, 2025
Subject: Weekly Report

1. Thirty parkway trees were planted by our contractor on Friday. This brings the total number of trees planted this year to 130.
2. Our IT company reviewed the fiber line coming out of Village Hall and confirmed that it does not run through the sanitary sewer. Flagg Creek Water Reclamation District had discovered a fiber line in their sewer in front of Village Hall and was inquiring if it was ours.
3. A new water service was installed to serve Sparrow Coffee. Public Works assisted their contractor and inspected their work.
4. The fire suppression line to Just Lift Fitness on Park Avenue failed over the weekend and crews shut the water off at the valve so the property owner can contract for making the repairs to their water service line.
5. I participated in a planning meeting with the Fire Department, their architect and the Community Development Director and Village Manager on Thursday. The meeting was focused on the building and site needs of both the Fire Department and the Public Works Department. The architect is looking at the pros and cons of building a separate fire station at the rear of the site or demolishing the public works building and then rebuilding a combined building that would serve both departments.
6. The remainder of the spoils from the storm sewer project at Hinsdale Golf Club were hauled offsite.
7. A water main break was repaired at the corner of Indian and Norfolk.
8. New transducers were installed at the Ann Street Water Station.
9. Additional work included:
 - Watering Downtown planters and new grass areas
 - Completion of monthly EPA reports
 - Red Tags for utility bill non-payment were delivered on Wednesday
 - A culvert extension was installed adjacent to a driveway
 - In-house and contractor tree removals were completed this week
 - Stump grinding occurred this week
 - Water shut offs for non-payment occurred on Friday
 - Collecting water samples and transporting them to the lab
 - Clean up from the Chamber's Trick or Treating event
 - Inspection of parkways following residential building projects
 - Utility locates

MEMORANDUM

TO: Paul Dalen, Interim Village Manager
FROM: Ed Cage, AICP, Community Development Director
DATE: October 31, 2025
RE: Community Development Department Report

1. **Meeting:** Staff attended a joint kick-off meeting to discuss the Fire Station Study Project.
2. **Code Enforcement:** The following code enforcement activities occurred this week:
 - 5600 block of Forest Hill, Plumbing code violation, Notice hand delivered to management without incident.
 - 260 block of Oxford, IPMC Violations, Compliance made on several items post meeting with owner.
 - South Holmes at 56, Sign Provisions, Two signs were removed.
 - Three special projects continue to move forward with progress.
 - 100 block of Woodstock, Commercial Vehicle, Compliance reached.
 - 5600 block of Western, Two IPMC violations, Owner reached out and requested guidance for compliance.
 - 10 block of Larkspur, Forestry Violations, Staff worked with resident to remove dead tree that had a lost limb.
3. **100 Block of Prospect Ave:** The subject property which has not been previously maintained by the owner, has been recently and significantly cleaned up. This was achieved by the joint actions of Code Enforcement, Community Development and the Village Attorney. Inoperable vehicles have been removed from the property, weeds and long grass have been cut and cleaned up and outdoor storage has been relocated. This has involved a significant amount of Staff time and addressed a problem property, that has had repeated code violations.
4. **EDC Meeting:** The next regularly scheduled EDC meeting is scheduled for November 3, 2025.
5. **ZBA/PC Meeting:** The next regularly scheduled ZBA/PC meeting for November 6, 2025 has been canceled due to a lack of agenda items.

To: Acting Village Manager Paul Dalen
From: Chief Ed Leinweber
Date: October 31, 2025
Subject: Weekly Activity Report



Recent Training, Meetings and Events:

- Officers Kane and Franchetti participated in training hosted by Metra focused on passenger extractions and HAZMAT.
- Several officers from the PD supported the Chamber of Commerce Halloween Walk festivities.
- Detective Pech represented the PD at the 60th annual Blackhawk Heights Parade.
- I attended the weekly staff meeting at Village Hall.

Recent incidents:

October 25, 11:30pm, a vehicle was stopped near 55th St and Holmes Ave for being driven with suspended registration. During the stop, officers learned the driver had two warrants for their arrest. The driver was cited for operating a motor vehicle with suspended registration, served with the two warrants and released with mandatory court dates.

October 27, 5:17pm, officers met with a resident at the station regarding an ongoing neighbor dispute issue. The resident only wished to document the incident for reference. Assistance was provided and a report was taken.

October 28, 8:11pm, officers responded with CHFD to a residence for the subject having a mental health crisis. The subject was evaluated on scene and was transported to a medical facility for further assistance.

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 31, 2025
Subject: Weekly Department Report



Fire Prevention Bureau Activities:

- Two residential sprinkler inspections were scheduled this week.
- On Thursday and Monday, I met with fire alarm companies to conduct two new fire panel acceptance tests.
- Five fire inspections were conducted this week.
- DC DeLillo is working closely with Image Trend to set up a new fire RMS system.

Quarter Master:

- Crews installed new vehicle tags on the latest fire portable radios.
- Crews waxed station vehicles to prepare them for winter.
- Vendor picked up broken SCBA for repair.

Emergency Medical Services Report:

- Replacement equipment was ordered for M87.
- Ambulance reports were CQI and sent in for billing.
- Several EMS reports were made for the Finance Department outlining our EMS activity in 2025.

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.
- I met with the Hinsdale Fire Chief to discuss several operational projects we worked on together. Overall, it was a great meeting as we continue to work together moving into 2026.
- DC Krupp is working on a Small Tools grant.
- Staff met with FGMA on Thursday to discuss options for a new fire station at the Public Safety Campus.

Training:

- On Wednesday, crews did a lot of hose management with the weather being nice.
- 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.
- November hose management training is being set up, along with Elevator Emergencies, by the training division.
- Two new employees went out for driving training this week so they can get their Non-CDL B licenses.

New Employees:

- DC DeLillo is processing one new application.

Du-Comm Communications:

- A support ticket is currently ongoing with ETSB problems with the new fire 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.
- E86 rear suspension was fixed and returned to service.
- Staff vehicles went in for new graphics to make them significantly noticeable. As the department re-branded the cars, this completes that process.



ACS FINANCIAL SYSTEM
10/29/2025 15:29:50

Claims Register

VILLAGE OF CLARENDON HILLS
GL050S-V08.22 COVERPAGE
GL540R

Report Selection:

RUN GROUP... 110125 COMMENT... IPBC NOVEMBER

DATA-JE-ID	DATA COMMENT
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M-11012025-982 IPBC NOVEMBER

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
	INTERGOVERNMENTAL PERSON	42399							
	LIBRARY HEALTH/LIFE INS	3,570.30	DUE FROM CH LIBRARY	01.000.1340				982	00009
	LIBRARY DENTAL INSURANCE	180.50	DUE FROM CH LIBRARY	01.000.1340				982	00019
	RETIREE HEALTH INS	1,788.59	RETIREE/COBRA INSURANCE	01.000.1375				982	00010
	RETIREE DENTAL INS	446.52	RETIREE/COBRA INSURANCE	01.000.1375				982	00020
	SUPPLEMENTAL LIFE INS	188.95	EMPLOYEE SUPP. INS. CONT	01.000.2031				982	00024
	WEX AND COMPSYCH	228.11	EMPLOYEE HEALTH & SAFETY	01.510.4115				982	00023
	HEALTH/LIFE INSURANCE	6,297.16	HEALTH/DENTAL INSURANCE	01.510.4120				982	00001
	DENTAL INSURANCE	287.73	HEALTH/DENTAL INSURANCE	01.510.4120				982	00012
	HEALTH/LIFE INSURANCE	4,976.92	HEALTH/DENTAL INSURANCE	01.512.4120				982	00002
	DENTAL INSURANCE	191.82	HEALTH/DENTAL INSURANCE	01.512.4120				982	00013
	PSEBA	2,292.34	PSEBA	01.520.4117				982	00004
	HEALTH/LIFE INSURANCE	22,290.32	HEALTH/DENTAL INSURANCE	01.520.4120				982	00003
	DENTAL INSURANCE	911.68	HEALTH/DENTAL INSURANCE	01.520.4120				982	00014
	HEALTH/LIFE INSURANCE	5,792.71	HEALTH/DENTAL INSURANCE	01.530.4120				982	00005
	DENTAL INSURANCE	105.50	HEALTH/DENTAL INSURANCE	01.530.4120				982	00015
	HEALTH/LIFE INSURANCE	8,365.12	HEALTH/DENTAL INSURANCE	01.540.4120				982	00006
	DENTAL INSURANCE	423.40	HEALTH/DENTAL INSURANCE	01.540.4120				982	00016
	HEALTH/LIFE INSURANCE	4,974.02	HEALTH/DENTAL INSURANCE	01.550.4120				982	00007
	DENTAL INSURANCE	182.23	HEALTH/DENTAL INSURANCE	01.550.4120				982	00017
	HEALTH/LIFE INSURANCE	3,393.61	HEALTH/DENTAL INSURANCE	20.560.4120				982	00008
	DENTAL INSURANCE	150.06	HEALTH/DENTAL INSURANCE	20.560.4120				982	00018
	RETIREE HEALTH INS	712.31	RETIREE/COBRA INSURANCE	71.000.1375				982	00011
	RETIREE DENTAL INS	95.91	RETIREE/COBRA INSURANCE	71.000.1375				982	00021
	RETIREE DENTAL INS	95.91	RETIREE/COBRA INSURANCE	72.000.1375				982	00022
		67,941.72	*TOTAL						
		67,941.72	**CLAIMS TOTAL						

Claims Register
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CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P ID LINE
REPORT TOTALS:		67,941.72					

RECORDS PRINTED - 000024

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
----	-----	
01	GENERAL FUND	63,493.92
20	WATER FUND	3,543.67
71	POLICE PENSION FUND	808.22
72	FIREMEN PENSION FUND	95.91
TOTAL ALL FUNDS		67,941.72

BANK RECAP:

BANK	NAME	DISBURSEMENTS
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BANK	CLARENDON HILLS BANK	67,941.72
TOTAL ALL BANKS		67,941.72

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

DATE	APPROVED BY
		
		

ACS FINANCIAL SYSTEM
10/31/2025 09:32:03

Claims Register

VILLAGE OF CLARENDON HILLS
GL050S-V08.22 COVERPAGE
GL540R

Report Selection:

RUN GROUP... 110525 COMMENT... NICOR

DATA-JE-ID	DATA COMMENT
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M-11062025-997 NICOR CLAIMS 110625

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		NICOR GAS	60720							
		1 N PROSPECT	61.53	UTILITIES	01.514.4235	1NPROSPECT1106			997	00001
		212 BURLINGTON	60.86	UTILITIES	01.546.4235	212Burlington1			997	00002
		261 ANN	55.29	UTILITIES	20.560.4235	261ANN110625			997	00003
		316 PARK	203.30	UTILITIES	01.534.4235	316Park110625			997	00004
		448 PARK	168.85	UTILITIES	01.523.4235	448Park110625			997	00005
		452 PARK	106.84	UTILITIES	01.546.4235	452PARK110625			997	00006
		452 PARK	57.53	UTILITIES	20.560.4235	452PARK110625			997	00007
		5506 VIRGINIA	23.54	UTILITIES	01.514.4235	5506VIRGINIA11			997	00008
			737.74	*TOTAL						
			737.74	**CLAIMS TOTAL						

Claims Register
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CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P ID LINE
REPORT TOTALS:		737.74					

RECORDS PRINTED - 000008

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
----	-----	
01	GENERAL FUND	624.92
20	WATER FUND	112.82
TOTAL ALL FUNDS		737.74

BANK RECAP:

BANK	NAME	DISBURSEMENTS
----	-----	
BANK	CLARENDON HILLS BANK	737.74
TOTAL ALL BANKS		737.74

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

DATE	APPROVED BY
		
		