



Village of Clarendon Hills

Weekly Manager Reports

11/7/2025

- 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: November 7, 2025
Subject: Weekly Report

- **Board Meeting** – The next board meeting is Monday, November 17th, at 6:30 PM at the Village Hall.
- **Veterans Day** - Village offices will be closed on Tuesday, November 11, to honor military veterans.
- **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.
- **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.
- **Thanksgiving**- Village offices will be closed on Thursday, November 27, and Friday, November 28, in observance of the Thanksgiving Holiday.
- **Holiday Walk**- Now that Halloween is over, Staff has started to prepare for the Holiday Walk. Please mark your calendar for Saturday, December 6, from 4 PM to 8 PM, with the tree lighting at 5 PM.

MEMORANDUM

To: Paul Dalen, Acting Village Manager
From: Brendan McLaughlin, Public Works Director
Date: November 7, 2025
Subject: Weekly Report

1. Meter reading was completed on Saturday, as it was the first of the month.
2. Follow-up occurred on Monday to capture any meters that did not read on Saturday.
3. All remaining stump holes were cleaned out and filled with dirt. Seed and straw will follow in the Spring as temperatures will be too cold for grass seeds to germinate.
4. A newly planted tree was removed on Chicago Avenue, as some drivers found it difficult to see the stop sign forty feet past that tree. A few low branches were trimmed back on the north side of Chicago Avenue to give drivers even more lead time to see that stop sign.
5. Two trucks were set up for salting. A wintry mix is anticipated on Sunday, but accumulation on pavement is unlikely due to pavement temperatures remaining above freezing.
6. We took delivery of four semi loads of salt.
7. Lighting repairs took place at the train station and Burlington Plaza.
8. Our contractor performed concrete grinding to remove a number of trip hazards.
9. We had one employee retire this week. Our thanks to Roger Heidenreich for over ten years of service. We wish him well in his retirement.
10. 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
 - Sign fabrication
 - Water service turn-ons following non-payment shutoffs



MEMORANDUM

TO: Paul Dalen, Interim Village Manager
FROM: Ed Cage, AICP, Community Development Director
DATE: November 7, 2025
RE: Community Development Department Report

1. **Mycroft Phase II:** Staff received a request from a tenant in Mycroft Phase II to leave a section of the sidewalk safety railing open. This would allow their clients the ability to access their new building space from their vehicles in a more accessible manner.
2. **Meeting:** Staff responded to two calls for the removal of trees at the 421 Park Ave Townhome development site.
3. **Code Enforcement:** The following code enforcement activities occurred this week:
 - 270 block of Walker, Fence and Address violation notice sent.
 - 230 block of S. Prospect Ave, Sign Provisions, Sign removed.
 - 110 block of Walker, Sign Provisions, Sign removed.
 - Downtown Plaza, Sign Provisions, Sign Removed.
 - South side of town, Sign Provisions, Eight signs removed.
 - 240 block of Coe Rd, Drainage issue, Answered questions.
 - 100 block of Ogden Ave, Multiple violations, Notice was sent and today I noted slight improvement and spoke with owner.
 - 100 block of Woodstock, Commercial vehicle, Received complaint which was unfounded.
 - This week Staff has been working with our legal team on several properties.
4. **EDC Meeting:** The EDC held their regular meeting on Monday, November 3rd.
5. **GIS Meeting:** Staff had a project update meeting with our representative from Municipal GIS Partners, who currently provide GIS services for the Village.

To: Acting Village Manager Paul Dalen
From: Chief Ed Leinweber
Date: November 7, 2025
Subject: Weekly Activity Report



Recent Training, Meetings and Events:

- Sergeant Finfrock attended an RFP meeting regarding the DuPage County reporting database system.
- Sergeant Finfrock deployed the CHPD UAS (drone) in an assist to Westmont PD & Oakbrook PD in searching for fleeing subjects from a stolen vehicle.
- I attended the weekly Village department head staff meeting.
- Acting Village Manager Dalen and I met to review the quarterly budget report.
- I attended the monthly Police Chiefs networking meeting in Hinsdale.

Recent incidents:

November 1, 10:51am, officers met with a citizen at the station regarding a domestic dispute. Investigation revealed the dispute was civil in nature. Assistance was provided.

November 2, 3:54pm, the manager of a business on the three-hundred block of Holmes Ave called to report a recent retail theft of liquor. An unknown subject left the business with several bottles of alcoholic liquor without paying for it. The value was estimated at just under three hundred dollars. Further investigation is pending.

November 3, 7:21am, officers met with a victim reporting theft of construction tools from storage trailers in a parking lot near 55th St and Rte 83. The theft occurred sometime over the weekend after the trailer unit locks were cut to gain entry. The tools were estimated to be valued at approximately fifteen thousand dollars. Further investigation is pending.

November 3, 4:10pm, a vehicle was stopped for a traffic violation in the area of Chicago Ave at Norfolk. Officers were alerted that the driver had a valid warrant for arrest. The driver was taken into custody and transferred to the agency having the warrant.

November 5, 11:33am, officers attempted to initiate a traffic stop on a vehicle traveling on W/B Ogden Ave that was suspected of being involved in a delayed retail theft. The driver of the vehicle elected to flee from officers in lieu of complying with the traffic stop. Further investigation is ongoing.

November 5, 6:00pm, officers met with a resident at the station regarding a threat report. The resident advised they had received alarming emails from a contractor they had hired to perform work. A report was taken, and further investigation is pending.

November 6, 3:09pm, officers were dispatched to the area of Golf and Burlington Ave for a well-being check of person reported by family to be suffering a mental health crisis. An extensive search was conducted in the area with the assistance of neighboring agencies and UAS (drones). Investigation revealed the community member in question parked their car near the library and then got on a Metra train towards Chicago. Investigators are actively working to locate the community member.

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: November 7, 2025
Subject: Weekly Department Report



Fire Prevention Bureau Activities:

- The Mycroft Row Townhomes building completed all fire alarm and sprinkler inspections on Tuesday.
- On Monday, I spoke with a building Manager about the problems we are having with two buildings in their complex.
- Six fire inspections were conducted this week.
- DC DeLillo is working closely with Image Trend to set up a new fire RMS system for the 2026 rollout.
- DC DeLillo is working closely with BS&A on the fire department modules, which will allow a better interface with other village departments within the system. This RMS system will also enable more efficient invoicing for fire inspections for the 2026 inspections.

Quarter Master:

- Crews waxed station vehicles to prepare them for winter.
- FF/PM Henry and FF Ullrich have reorganized hose loads on vehicles.
- One bail of wood was purchased for our forceable entry door simulator training.

Emergency Medical Services Report:

- Two department members are preparing to take their National EMS tests shortly.
- Ambulance reports were CQI and sent in for billing.
- FF/PM Penn is preparing a CPR/AED program for Village Hall staff and possibly for the library, which is coming soon.

Building Services:

- Building backflow preventers were inspected for 2025.

Emergency Management Report:

Nothing to report this week.

Command Staff Meetings:

- We were unable to meet this week due to schedule conflicts.
- DC Krupp is working on a Small Tools grant.

Training:

- Crews have participated in joint training with neighboring fire departments on search and rescue and Rapid Intervention Team [RIT] training for the last couple of weeks.
- 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, along with Elevator Emergencies, is being set up by the training division.
- On Wednesday, the day shift crew conducted forceable entry door training. This door will be placed in the station for the winter so that crews can train with this simulator day or night during the winter.

New Employees:

- DC DeLillo is processing one new application.

Du-Comm Communications:

- On Tuesday, I attended the Du-Comm Chiefs meeting and brought back information.
- On Tuesday, I met with Linda Zerwin at ETSB to discuss a new station being built and just updated her on our progress. ETSB will install a station alerting system at the new station.
- On Tuesday, I met with ETSB Motorola Support to correct issues with our new portable fire radios.

Vehicle Maintenance:

- One staff vehicle was taken to the vendor for an oil change.

