



# Village of Clarendon Hills Weekly Manager Reports

**11/14/2025**

- ✓ **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](http://www.clarendonhills.us)**

## MEMORANDUM

**To:** Village President Tech and Board of Trustees  
**From:** Paul Dalen, Acting Village Manager  
**Date:** November 14, 2025  
**Subject:** Weekly Report

- **Board Meeting** – The next board meeting is Monday, November 17<sup>th</sup>, at 6:30 PM at the Village Hall.
- **Village Hall Closed this Afternoon** - Friday, November 14<sup>th</sup>, Village Hall will be closed at 1 PM for Staff Training.
- **2026 Liquor License Renewals** – Deputy Clerk Pries sent out renewal notices late last week and has started issuing 2026 Liquor Licenses to our local establishments.
- **Downtown Visioning** – The next workshop is scheduled for November 19<sup>th</sup> at 6:30 PM at Community Presbyterian. As a reminder, please fill out the survey posted on the Village website.
- **Downtown Development**- Great to see things happening on the east side of Prospect.
- **Thanksgiving**- Village officers will be closed on Thursday, November 27, and Friday, November 28, in observance of the Thanksgiving Holiday.
- **Holiday Walk**- Staff is preparing for the Holiday Walk being held on December 6, from 4 PM to 8 PM. Join us at the Village Hall at 5 PM for the Tree lighting.
- **Chicago and Norfolk Intersection**- Staff received several emails from residents voicing safety concerns regarding the Chicago and Norfolk intersection. After review, staff made several sightline improvements and have engaged with our traffic engineer for further suggestions.

## MEMORANDUM

**To:** Paul Dalen, Acting Village Manager  
**From:** Brendan McLaughlin, Public Works Director  
**Date:** November 14, 2025  
**Subject:** Weekly Report

1. Our first snow of the year came overnight from Sunday to Monday. Snowplow drivers, our sidewalk contractor, and a little sunlight took care of that snow.
2. Crews continued work on stump holes. They 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. We expect to complete the remaining holes next week.
3. Truck and equipment preventative maintenance were completed.
4. The water main patch on Norfolk was completed.
5. Summer equipment was moved to storage.
6. Additional work included:
  - Replacing water meter remote read devices
  - Collecting water samples and transporting them to the lab
  - Inspection of parkways following residential building projects
  - Utility locates
  - Water service turn-ons following non-payment shutoffs
  - Yard cleanup

## MEMORANDUM

TO: Paul Dalen, Interim Village Manager  
FROM: Ed Cage, AICP, Community Development Director  
DATE: November 14, 2025  
RE: Community Development Department Report

1. **New Business:** County Line Audio/Video is a business that is relocating from Hinsdale to 154 Burlington Ave. This is a business that uses technology to offer solutions in the home, restaurants, conference rooms, such as custom home theaters, customized lighting controls, surveillance systems, and automated window shades. They have projects in and around Chicago, Texas, and South Florida. They have some retail sales components to their business, but it is typically done by appointment.
2. **Jacaranda:** Building Permits have been issued and work has started on the Jacaranda Boutique and Interior Design space located at 5 S. Prospect Ave. Exterior improvement work and new wall signage has also been approved on both facades. The operator is working on being open for the holidays.



New pavers installed as part of the commercial build-out permit.

3. **Code Enforcement:** The following code enforcement activities occurred this week:
  - 415 Ruby, New Home, Staff has spent a lot of time this week working towards exterior finals.
  - 25 S. Prospect, Multiple IPMC violations.
  - 120 block of N. Prospect, multiple violations.
  - Legal paperwork filed.
  - Three other special projects moving forward.
  - Preparing for Adjudication cases for next week.
4. **New Office User:** There is a new Lumber Company Head Office moving into the end unit of the Mycroft Phase II development. As this location will be their point-of-sale for this type of business, the Village will receive significant sales tax receipts from this business.

**To:** Acting Village Manager Paul Dalen  
**From:** Chief Edward Leinweber  
**Date:** November 14, 2025  
**Subject:** Weekly Activity Report



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**Recent Training, Meetings and Events:**

- Sergeant Finrock attended a day of UAS (drone) training hosted by the Westmont PD.
- Staff held a safety meeting at Village Hall to address OSHA suggestions for public buildings.
- Staff met at the Village Hall to discuss planning for the 2025 Holiday Walk taking place on Saturday, December 6<sup>th</sup> from 4pm to 8pm.
- PD supervisory staff met for the quarterly meeting to discuss operational updates and annual employee evaluations.
- Matt Kane will be sworn in and promoted to the rank of Sergeant at next Monday's Village Board meeting. Congratulations to Sergeant Kane!

**Recent incidents:**

November 7, 9:57pm, officers took possession of a lost wallet that was turned in by a good Samaritan upon finding it at the train depot. The owner of the wallet was notified and advised how to retrieve it at their convenience.

November 8, 6:45am and 7:18am, officers stopped two separate vehicles for misdemeanor speeding violations while traveling on S/B Rte 83. Citations were issued in both instances, and the drivers were released with mandatory court dates.

November 11, 10:56pm, officers responded to a disturbance at a residence involving a delivery driver. The resident reported that the delivery driver was banging on the front door because they were upset about gratuity for the delivery. The delivery driver had left the scene prior to officers' arrival.

November 13, 1:42am, officers responded to a residence for a domestic dispute involving family members. Upon arrival, officers determined neither party had been injured and were able to mediate the situation. Domestic related resources were provided to all parties, and they separated for the night.

**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 14, 2025  
**Subject:** Weekly Department Report



### Fire Prevention Bureau Activities:

- The Mycroft Row Townhomes building has completed final inspections and is moving towards occupancy soon.
- On Thursday, one residential sprinkler rough hydro was completed.
- Three fire inspections were conducted this week.
- Reliable Fire contacted us, stating they are possibly replacing a fire panel in town and had questions about the project.

### Quarter Master:

- A chainsaw picked up from Buttrey Rental.

### Emergency Medical Services Report:

- Firefighter Zoey Ullrich completed the National EMT-Basic exam. The next step is entry into the Loyola EMS system.
- Loyola EMS presented the 2025 SMO update on Wednesday for the SMOs that will roll out on December 1<sup>st</sup>, 2025.
- FF/PM Penn performed CPR/AED program for Village Hall staff.
- Boy Scout Troop 51 came to the station for their annual First-Aid training to earn their badge.

### Building Services:

- Crews repaired the urinal in the station this week.
- On Thursday, our HVAC vendor came out to repair our front rooftop unit at the station as it was blowing cold. A minor correction was made, and the problem was solved.



**Emergency Management Report:**

- Nothing to report this week.

**Command Staff Meetings:**

- We were unable to meet this week due to schedule conflicts.

**Training:**

- Crews have participated in ropes and knots this week, along with lock picking, to assist them with lockout calls.
- 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 Employees:**

- DC DeLillo is processing two new applications.

**Du-Comm Communications:**

- On Thursday, the new radio template was uploaded onto our new fire portable radios.

**Vehicle Maintenance:**

- One staff vehicle was taken to the vendor for a new tire.

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September 18, 2025, FF/PM Dale Penn was performing an Arson Investigation with the Task Force team when he and his team encountered a patient showing signs of mental illness. Below is the Addison Police Chief expressing thanks for a job well done. This also stresses the example of Police and Fire agencies working together for the residents we serve.







# Addison Police Department



October 14, 2025

Chief Dave Godek  
Clarendon Hills Fire Department  
316 Park Ave.  
Clarendon Hills, IL. 60514

Dear Chief Godek,

I would like to take this opportunity to thank you and Fire Fighter Dale Penn, who provided assistance to the Addison Police Department with an Aggravated Arson Investigation.

On September 18, 2025 the Addison Police Department and Addison Fire Protection District responded to a structure fire at 906 College Blvd. The resident was found outside the apartment, partially clothed and exhibited signs of a mental illness. Based on the circumstances surrounding the event, the Arson Task Force was called out to assist. FF/PM Dale Penn responded along with several other members of the task force. All were very professional, willing to help wherever needed, and were successfully able to locate the origin of the fire near a baseboard.

This is a fine example of law enforcement and fire agencies working together, and I want you to know that we truly value the assistance provided by the Clarendon Hill Fire Department. Please know that we will always be ready to return the favor whenever needed.

On behalf of the Addison Police Department, I would like to personally thank you for your continued support.

Sincerely,

Roy Selvik  
Chief of Police  
Addison Police Department

