



# Village of Clarendon Hills

## Weekly Manager Reports

**11/21/2025**

- 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 21, 2025  
Subject: Weekly Report

- **Board Meeting** – The next board meeting is Monday, December 15, at 6:30 PM at the Village Hall.
- **Downtown Visioning** – The 2<sup>nd</sup> workshop was held on Wednesday night and was well attended. An open house will be scheduled in January during which Houseal Lavigne will put forth various downtown concepts. The location of the open house is yet to be determined. An email was sent out to residents reminding them to complete the survey. Those wanting to complete the survey can do so at <https://hla.fyi/Downtown-Clarendon-Hills-Survey>
- **CPR/AED Training** Village Hall staff participated in CPR and AED training last week. Thank you to FF/PM Dale Penn for providing the training.
- **Health Screenings** – AVM M. Johnson organized employee Wellness screenings this week.
- **Thanksgiving** – Village offices 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.



452 Park Avenue  
Clarendon Hills, Illinois 60514  
630.286.4750

## MEMORANDUM

**To:** Paul Dalen, Acting Village Manager  
**From:** Brendan McLaughlin, Public Works Director  
**Date:** November 21, 2025  
**Subject:** Weekly Report

1. Crews prepped wreaths and garland for the Downtown light poles. Installation started on Friday.
2. Surplus equipment was prepared for pickup following an online auction.
3. Truck and equipment preventative maintenance were completed.
4. Additional work included:
  - o Replacing water meter remote read devices
  - o Collecting water samples and transporting them to the lab
  - o Inspection of parkways following residential building projects
  - o Utility locates
  - o Final mowing of Village properties
  - o In-house tree trimming



1 N. Prospect Avenue  
Clarendon Hills, Illinois 60514  
630.286.5412

## MEMORANDUM

TO: Paul Dalen, Interim Village Manager  
FROM: Ed Cage, AICP, Community Development Director  
DATE: November 21, 2025  
RE: Community Development Department Report

1. **Chamber Meeting:** Staff, along with the Assistant Village Manager, attended the regular monthly Chamber of Commerce meeting and provided the Village updates on various Village-related projects.
2. **Code Enforcement:** The following code enforcement activities occurred this week:
  - Staff met with an apartment owner on code-related issues.
  - 12 Illegal Signs were removed this week.
  - 5705 Holmes, Staff answered a call for a dripping pipe, Complex management contacted.
  - Staff worked with the legal team this week on three locations where we have open cases.
  - 260 Oxford Multiple violations, Answered questions about the upcoming legal case.
  - Adjudication was held this week; one case reached compliance and was closed out.
3. **Meeting:** Staff met with a Real Estate Broker regarding a potential redevelopment project that would have some TIF implications.
4. **Building Code Updates:** Staff along with the Fire Department and Village Attorney are currently working on moving the current Building Related Codes to the newer and updated 2024 Codes. These proposed code changes will come to a future Village Board meeting agenda for review and adoption.

**To:** Acting Village Manager Paul Dalen  
**From:** Chief Ed Leinweber  
**Date:** November 21, 2025  
**Subject:** Weekly Activity Report



**Recent Training, Meetings and Events:**

- Sergeant Michalek completed forty hours of instruction to become a certified Field Training Officer.
- I attended the quarterly Police Chiefs Steering Committee meeting hosted by IRMA.
- Village staff met with Witches Ride coordinators for a post-event recap talking session.
- I attended the monthly DuPage Chiefs Association meeting in Addison.
- Two probationary police officer candidates completed the new hire testing process and are slated to begin basic academy training in January 2026.

**Recent incidents:**

November 15, 12:02pm, a resident came to the station to make a harassment report. A former employer is alleged to be harassing the resident and their spouse via electronic means regarding a labor dispute. A report was filed with the Department of Labor, and the victim was advised on how to pursue an order of protection.

November 16, 4:26pm, officers responded to a residence on N. Jackson St. for the report of an assault that just occurred. The victim reported they were at the vacant residence to prep it for an upcoming client showing. While doing so, the victim encountered a squatter inside the residence and was physically assaulted, suffering minor injury. The victim ran out of the residence and went to a neighbor's home to call #911. Upon arrival, officers located the adult male suspect, who claimed the house was rented by his friend via Airbnb. The suspect was taken into custody, charged with criminal trespass, unlawful restraint, aggravated battery to a victim over the age of sixty, and transported to the DuPage County Jail.

November 18, 2:53pm, officers responded to a residential unit on Ann St. for the report of a verbal domestic dispute between a dating couple. After confirming neither party suffered any physical injury, the two agreed to separate for the remainder of the day to avoid further conflict. Officers provided an escort to another location for one of the parties and provided both with resource information.

November 19, 7:20pm, a vehicle was stopped for a registration violation in the area of Rte 83 and Chicago Ave. The driver of the vehicle was unable to provide proof of insurance for the vehicle, causing their temporary driver's license to be invalid. Citations were issued for expired registration, operating an uninsured motor vehicle and no valid driver's license. The driver was released with a mandatory court date, and their car was towed.

November 20, 4:54pm, a resident met with officers at the station regarding ongoing harassment by an individual known to them. The victim reported they recently received multiple harassing emails despite the individual who sent them being told to cease contact in the past. Further investigation is pending.

**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 21, 2025  
**Subject:** Weekly Department Report



### Fire Prevention Bureau Activities:

- One condominium complex fire inspection was completed this week.
- Fire prevention materials were organized this week.

### Quarter Master:

- New pass tags, locker nameplates, and helmet shields were ordered for the new Lieutenants.

### Emergency Medical Services Report:

- FF/PM Ed Lox was named the new EMS Coordinator, and Paramedic Mark Walker was named the Assistant EMS Coordinator this week. These two individuals have extensive experience and will do great in their new positions.
- Ambulance billing was performed this week.
- Josh Hintz has been named the new Loyola EMS System Coordinator this week.
- On Thursday, FF/PM Ed Lox was invited to sit in on a trauma presentation at Good Samaritan as an in-depth review presented by the trauma team. This was a review of a patient transport from an accident on 55<sup>th</sup> St. in Hinsdale, a couple of weeks ago. FF/PMs Ed Lox and Dale Penn. They did an outstanding job, and this was a great chance to be recognized. Being recognized by the trauma team was an opportunity that Paramedics don't often get in their careers.

### Building Services:

- Crews were working on exterior items to winterize the building.

### 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 shift training this week.
- FAE students who did not complete must now take the FAE class on their own time and at their own cost.

**New Employees:**

- We are interviewing a part-time contract employee soon. This is not an additional position; it is just a fill-in to relieve our contract employee on FMLA.
- Craig VanZandt, Matt Ladniak, Mike Gallagher, Brad Smith, Mike Carpenter, and Griffin Byers were promoted this past Monday to Lieutenant.

**Du-Comm Communications:**

- Du-Comm completed Battalion Chief assignments in our CAD.

**Vehicle Maintenance:**

- Vehicle supplies ordered this week.

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FF/PMs Ed Lox, James Evans, Brad Smith, Mike Carpenter, and Lt. Mike O'Malley were commended for their professionalism for the assistance they rendered to this family member. The patient was then transported to Hines VA. The crew did an outstanding job, and it meant a lot to the family who sent this thank-you letter.



October 29, 2025

Fire Chief David Godek  
Clarendon Hills Fire Dept.  
316 Park Ave  
Clarendon Hills, IL 60514

Dear Chief Godek,

I am writing to express my gratitude for the exceptional service rendered by Lt. Mike O'Malley, Paramedics Ed Fox, James Evans, Brad Smith and Mike Carpenter on Oct 17. My brother who is a 100% disable combat veteran with Parkinson's was experiencing hallucinations and aggressive behavior. I have been his caretaker for over 25 years and never had these issues before. The paramedics evaluated the situation and it was determined it was best to transport my brother to the hospital for stabilization. Since my brother had just returned home from a 3 1/2 month stay at Hines VA Hospital for pneumonia and all his medical records and doctors were at that facility they transported him there for treatment. This was important because staff at Hines immediately determined the cause of the behavior was related to his medication. During the ordeal the paramedics were professional in handling the matter and showed compassion to my brother that helped him through the ordeal. Also the transfer from his condo on the 4<sup>th</sup> floor to the ambulance was hindered by the elevator being out of service. Your staff put him in a chair and carried him down 4 flights of stairs so they really went beyond the call of duty. I want to commend their professionalism and thank them for the assistance they rendered.

Sincerely,



ACS FINANCIAL SYSTEM  
11/19/2025 12:00:58

Claims Register

VILLAGE OF CLARENDON HILLS  
GL050S-V08.22 COVERPAGE  
GL540R

Report Selection:

RUN GROUP... 111925 COMMENT... MANAULS WEEK OF 11.19.25

DATA-JE-ID DATA COMMENT

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D-11192025-179 MANAULS WEEK OF 11.19.25

Run Instructions:

Jobq	Banner	Copies	Form	Printer	Hold	Space	LPI	Lines	CPI	CP	SP	RT
L		01			Y	S	6	066	10			

CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P ID	LINE
2025								
	INVESTA INC .03873							
	08052024 - 5515 ALABAMA	1,000.00	REFUNDABLE DEP PKY/STR	01.000.2510	11/17/2025	179	00003	
	STORM WATER DEPOSIT	750.00	STORM WATER DEPOSIT	01.000.2513	11/17/2025	179	00004	
	FB INSPECTION NOT APP 08	85.04CR	BUILDING PERMITS	01.322.3211	11/17/2025	179	00012	
	SPOT SURVEY 11012024	75.00CR	PLAN REVIEW FEES	01.322.3214	11/17/2025	179	00006	
	FSCI AS-BUILTS 07/21/202	143.00CR	PLAN REVIEW FEES	01.322.3214	11/17/2025	179	00007	
	FSCI PLRW 11/18/2024	506.00CR	PLAN REVIEW FEES	01.322.3214	11/17/2025	179	00008	
	FSCI 3RD INSPECTION 9/15	214.50CR	PLAN REVIEW FEES	01.322.3214	11/17/2025	179	00009	
	FSCI ADDL INSPECTION 10/	203.50CR	PLAN REVIEW FEES	01.322.3214	11/17/2025	179	00010	
	CBBL NOT APP FINAL GRADI	275.00CR	PLAN REVIEW FEES	01.322.3214	11/17/2025	179	00011	
	PARKWAY REINSPECT 092920	30.00CR	DRIVEWAY/PARKWAY OPENING	01.341.3422	11/17/2025	179	00013	
	WATER BILLING DEPOSIT	500.00	WATER BILLING DEPOSIT	20.000.2517	11/17/2025	179	00005	
		717.96	*TOTAL					
	PINK MAGNOLIA LLC .03875							
	TIF REIMBURSEMENT - IMPR	5,843.55	REIMBURSE DEVELOPER COST	08.590.4509	11/18/2025	179	00001	
143	ANN BUBBLE LLC .03874							
	TIF REIMBURSMENT - 143 A	15,000.00	REIMBURSE DEVELOPER COST	08.590.4509	11/18/2025	179	00002	
		21,561.51	**CLAIMS TOTAL					

ACS FINANCIAL SYSTEM  
11/19/2025 12:00:58

Claims Register

VILLAGE OF CLARENDON HILLS  
GL540R-V08.22 PAGE 2

CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P ID	LINE
REPORT TOTALS:		21,561.51						

RECORDS PRINTED - 000013

ACS FINANCIAL SYSTEM  
11/19/2025 12:00:58

Claims Register

VILLAGE OF CLARENDON HILLS  
GL060S-V08.22 RECAPPAGE  
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
01	GENERAL FUND	217.96
08	TIF FUND DT	20,843.55
20	WATER FUND	500.00
TOTAL ALL FUNDS		21,561.51

BANK RECAP:

BANK	NAME	DISBURSEMENTS
BANK	CLARENDON HILLS BANK	21,561.51
TOTAL ALL BANKS		21,561.51

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

DATE ..... APPROVED BY .....

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