



Village of Clarendon Hills

Weekly Manager Reports

12/12/2025

- 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: December 12, 2025
Subject: Weekly Report

- **Board Meeting** – The next board meeting is Monday, December 15, at 6:30 PM at the Village Hall.
- **Downtown Visioning** – Staff met with Housel Lavigne and the Downtown Visioning Committee to discuss what was gleaned from the last two workshops that were held so far. The 3rd workshop will be held in January. The date, time, and location are yet to be determined.
- **Holiday Walk** – By all accounts, the Holiday Walk was a great success. I would like to thank the Chamber of Commerce Executive Director, Shannon McDonald, Assistant Village Manager Mera Johnson, our Communication Intern Abby Didio, the police, fire, and public works for helping the event be successful.
- **Lions Club 75th Brochure** – In honor of the Clarendon Hills Lions Club 75th Anniversary, Executive Assistant Vicki Pries created and printed a brochure with the Lions Club that was handed out at the Holiday Walk and can be found at the Clarendon Hills Library.
- **Christmas** – Village offices will be closed on December 24 and December 25.



MEMORANDUM

To: Paul Dalen, Interim Village Manager
From: Brendan McLaughlin, Public Works Director
Date: December 12, 2025
Subject: Weekly Report

1. Staff was in Saturday afternoon to prepare for the Holiday Walk and Christmas Tree Lighting. They also performed cleanup at the end of the event.
2. Crews returned early Sunday morning to address the snowfall.
3. Monday and Tuesday had crews in before dawn to haul out snow piles from the Downtown area.
4. An additional salt run was performed on Wednesday afternoon as forecasters were expecting the rain to freeze back on streets as the temperatures dropped.
5. Both our contractor and our crews performed tree trimming this week.
6. We met with our leak detection contractor to go over their findings; only two valves were found to have a leak.
7. Truck and equipment preventative maintenance were completed.
8. Additional work included:
 - Replacing water meter remote read devices
 - Collecting water samples and transporting them to the lab
 - Utility locates



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MEMORANDUM

TO: Paul Dalen, Interim Village Manager
FROM: Ed Cage, AICP, Community Development Director
DATE: December 12, 2025
RE: Community Development Department Report

1. **Meeting:** Staff attended the Village Trustee orientation meeting with management staff and department heads.
2. **Code Enforcement:** The following code enforcement activities occurred this week:
 - Two cases were moved to Adjudication.
 - 120 Block of Iroquois, Accessory Structure, Notice sent.
 - 270 Block of N. Richmond, Multiple IPMC Violations, Notice sent.
 - 200 block of Woodstock, followed up on case with Village Attorney.
3. **Meeting:** Staff met with a Developer regarding a potential redevelopment in the downtown TIF District.
4. **Mycroft Phase II:** The additional sections of railing required for the two-level sidewalk are scheduled to be installed next week.

To: Acting Village Manager Paul Dalen
From: Chief Edward Leinweber
Date: December 12, 2025
Subject: Weekly Activity Report



Recent Training, Meetings and Events:

- CHPD UAS (drone) operators assisted Hinsdale PD with surveillance of a suspected package thief. The subject was ultimately taken into custody.
- A meeting was held with department FTO's (field training officers) in preparation for upcoming newly hired recruit training.
- Sgt Finfrock attended a DFR (drone as first responder) demonstration at the Orland Park Police Department
- Sergeant Finfrock and I attended a recruiting summit addressing modern hiring solutions.
- Annual department employee evaluations were completed this week.
- Staff met with Trustee O'Connell at Village Hall for an orientation presentation.
- Last Saturday's annual Holiday Walk community event was a well-attended, rousing success.

Recent incidents:

December 5, 5:33pm, officers met with the victim of a hit & run property damage vehicle accident. The victim related their car was struck on the driver side rear door while parked in a parking lot on Chicago Ave. An accident report was completed with further investigation pending by patrol.

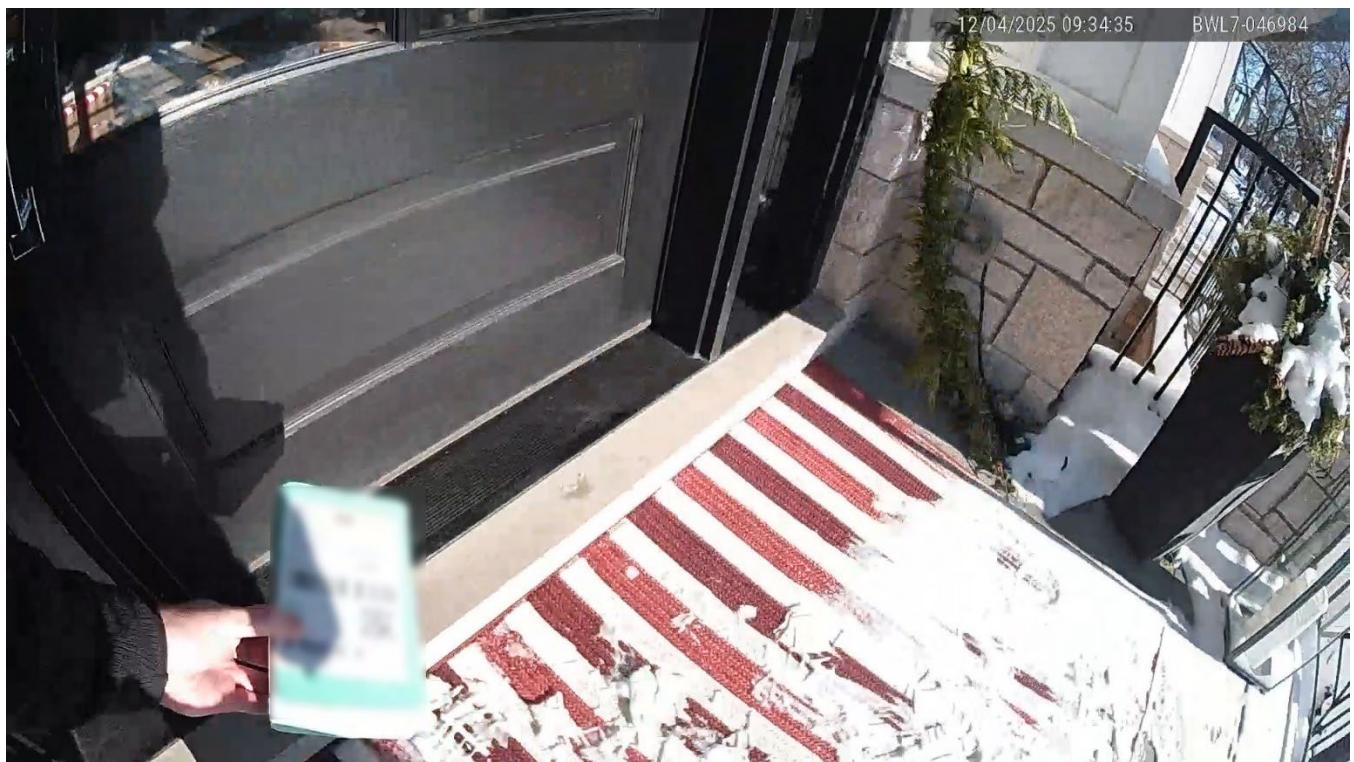
December 7, 10:53pm, officers stopped a vehicle traveling on Ogden Ave for a speeding violation. The driver was operating the vehicle with a suspended license from Michigan. Citations for speeding and driving while license suspended were issued along with a mandatory court date. The driver was released on scene with the vehicle driven away by a valid license holder.

December 10, 9:31am, officers were dispatched to the report of a front door that had just been kicked in at a house being remodeled on Walker Avenue with a suspect observed running from the scene. Upon quick response to the area, responding officers located two teenage juveniles who admitted to kicking in the door as part of a "Tik Tok" challenge. Further investigation and follow-up are pending.

This "Tik Tok" door kick challenge has found its way to our community and the Clarendon Hills Police Department would like to make everyone aware of it. We encourage everyone, especially parents, to understand the dangers associated with this challenge and discuss with their children the potential various consequences of participating in the trend. Startling a resident in their home and/or damaging someone's property is not funny and in fact potentially dangerous. We should all agree that community safety and peace of mind is more important than collecting views or "likes" on social media.

December 10, 12:11pm, a subject came to the station to turn themself in on two out of county warrants. Officers served the subject with both warrants, originating from charges out of DeKalb and Grundy counties. The subject was released on recognizance.

Please remember to help us prevent crime by locking your homes and cars to deter criminal activity and theft.



In last week's report, it was noted that Clarendon Hills Police Department officers conducted a traffic stop in the one-hundred block of Oxford Avenue, during which the driver received multiple traffic and licensing citations. At the time, officers were also investigating suspicious activity related to the traffic stop and recent porch package thefts in the area. Further investigation revealed that the vehicle contained numerous packages, which the occupants claimed they were delivering. Although officers could not determine the occupants' true intent, the packages were taken into safekeeping by the CHPD. After multiple unsuccessful attempts to obtain verification from the shipper, CHPD officers began making delivery attempts themselves to prevent potential losses to Clarendon Hills residents. Surrounding villages and police departments were also notified, and package owners were contacted so their property could be returned. Eventually, the shipper agreed to reclaim the remaining packages and complete the deliveries, ensuring that no community members suffered any loss. I would like to thank the resolute CHPD officers who went above and beyond to minimize the potential loss to any of our residents.



MEMORANDUM

To: Paul Dalen, Acting Village Manager
From: Fire Chief David Godek
Date: December 12, 2025
Subject: Weekly Department Report



Fire Prevention Bureau Activities:

- Eight fire inspections were conducted.
- Abnormal Signal Dispatch report was reviewed on Monday. Several building owners were contacted to have their systems serviced.
- Fire companies participated in the downtown district for pre-planning and district familiarization.
- Fire companies started to service fire key boxes, so they will work this winter if they need them. Twenty have been completed this week.
- The fire prevention module for our new Image Trend RMS system is being built.

Quarter Master:

- One chainsaw was returned from repair service and was placed back on the vehicle.
- Crews calibrated gas meters on Tuesday when new gas arrived.

Emergency Medical Services Report:

- New pulse oximetry sensors were placed on both Ambulances.
- Ambulance billing was performed this week.
- Two new employees are testing at Loyola EMS.
- Two Candidates are in the process of system entry at Loyola.
- FF/PM Dale Penn instructed a CPR class at the Library on Wednesday.

Building Services:

- We placed a work order to make modifications to one of the vehicle exhaust systems within the station.
- Our HVAC vendor came out to adjust a heater at the station.

Emergency Management Report:

- Nothing to report this week.

Command Staff Meetings:

- I spoke with the Oak Brook Fire Chief about various topics.
- The Safety Committee met on Monday to review the village's IRMA building evaluations.

Training:

- Crews are catching up on several training topics before the end of the year.
- Members will be out across the village conducting area familiarization.

New Employees:

- We are in the process of hiring three employees.

Du-Comm Communications:

- Next Du-Comm meeting is December 17th

Vehicle Maintenance:

- Vehicle supplies ordered this week.

Thank you to our Fire Explorers who assisted at the Holiday Walk.

