



Village of Clarendon Hills Weekly Manager Reports

12/19/2025

- ✓ **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 19, 2025
Subject: Weekly Report

- **Board Meeting** – The next board meeting is Monday, January 12th, at 6:30 PM at the Village Hall.
- **Downtown Visioning** – Staff and Housel Lavigne are planning to host an open house in early February for the next Downtown Visioning event. The date, time, and location are yet to be determined.
- **Village Offices** – Administrative staff will be off, and village offices will be closed December 24th and December 25th for the Christmas Holiday. Offices will also be closed on New Year's Day.
- **The Chamber Board Meeting** – Wednesday was the last meeting for Jackie Errico as Chamber President of the Chamber. We want to thank her for all her hard work and dedication. Furthermore, the Staff would like to welcome the newly elected Chamber President, Colleen Bentley. We look forward to future Chamber events in 2026.

MEMORANDUM

To: Paul Dalen, Village Manager
From: Collin Franco, Operations Supervisor
Date: December 19, 2025
Subject: Weekly Report

1. Staff completed training for a new Positive Response system. This will be used to meet new state laws for utility locates.
2. On Tuesday, a watermain break was reported on the 100 block of N. Prospect. Repairs were made and restoration will be completed in the spring.
3. On Wednesday, a broken watermain valve was repaired in The Reserves. The valve was found leaking during a leak survey.
4. Crews salted Thursday evening, following the rain to prevent roadways and sidewalks from freezing over.
5. Potholes were filled throughout town.
6. Staff replaced damaged street signs.
7. Spoils from infrastructure repairs were hauled to the dump.
8. Vehicle maintenance was completed for the Police Dept and Public Works.
9. Monthly reports for the EPA were completed.
10. Staff will be notifying homes that have not responded to the Lead Service Line Inventory Notice next week. If you have received notice, please confirm your service material or schedule an appointment for Public Works to visually inspect your service line. Staff can schedule an appointment for the weekend if needed.

MEMORANDUM

TO: Paul Dalen, Interim Village Manager
FROM: Ed Cage, AICP, Community Development Director
DATE: December 19, 2025
RE: Community Development Department Report

1. **Meeting:** Staff met this week with the owner of Sparrow to discuss the project and their timelines to keep the project moving along for Spring 2026.
2. **Code Enforcement:** The following code enforcement activities occurred this week:
 - 5500 block of Tennessee, IPMC Complaint, out of district, gave direction.
 - Sheridan @ Holmes, Snow and Ice at bus stop, unfounded.
 - 362 Western Ave, Site structures were demolished.
 - Staff met with our Adjudication Clerk to get the 2026 dates.
 - Liens paperwork was received for work we performed at 119 Ogden this week.
 - With the recent warm weather, we might experience some surface flooding.
3. **Mycroft Development:** The developer installed the additional sections of sidewalk railings for safety purposes this week, while leaving one section open for the building entrance for Clarity Physical Therapy clients.
4. **421 Park Ave:** The old chiropractor building is due to be demolished in the next couple of weeks. The FD worked with the new owner to utilize the older structure, for FD training purposes.

To: Acting Village Manager Paul Dalen
From: Chief Edward Leinweber
Date: December 19, 2025
Subject: Weekly Activity Report



Recent Training, Meetings and Events:

- Det Pech and Sgt Kane completed forty hours of training to become certified field training officers (FTO's).
- Sgt Finrock attended a DuPage County RFP meeting for the records database system.
- Ofc Franchetti, Sgt Finrock and I attended the CCSD 181 safety and crisis meeting.
- Ofc Franchetti and Sgt Michalek participated in the 2025 "Shop With a Cop" event at Target in Willowbrook.
- Sgt Michalek and I attended Ofc Colantonio's graduation ceremony upon him completing basic training at the Cook County Sheriff's Police Department Academy. Ofc Colantonio is now a certified police officer in the state of Illinois and begins in-house FTO training this Saturday. Congratulations Ofc Colantonio!!!

Recent incidents:

December 12, 10:56am, management staff at a business on Holmes Ave called to report a repeat trespassing offender was in the store without permission. The subject was known to officers and had been served with a no-trespass order recently. The subject was cited for the trespassing violation and escorted from the business back to their residence.

December 12, 8:15pm, officers responded to a residence for a domestic dispute between dating partners. The owner of the residence wanted the other party removed from the property. Officers provided assistance and domestic resources.

December 13, 8:42am, a resident called to report a package containing electronics was delivered to the lobby vestibule of the building but could not be found. A canvass of the building was conducted with negative results. Further investigation is pending.

December 13, 2:05pm, management staff at a business on Holmes Ave called to report two subjects had taken a cart full of alcoholic beverages and were attempting to take additional items without paying. The subjects got into a U-Haul and fled the scene. One of the subjects was identified by management as being involved in prior theft from the store. Further investigation is ongoing.

December 13, 8:41pm, officers were called to a parking lot on Ann St for a criminal damage report. The victim's car had yellow paint thrown on it by unknown means. No damage was sustained at the victim was able to wash the paint off.

December 15, 3:41pm, a business owner met with officers at the station for a fraud report. Three fraudulent transactions were posted to the victim's business checking account without their knowledge. The victim's financial institution is doing an independent investigation. Further police follow-up is ongoing.

December 19, 7:30am, a vehicle was stopped for improper use of a cellular device while traveling on Ogden Ave near Oxford. The registration for the vehicle was suspended, and the driver could not provide proof of insurance for the vehicle or a valid license to drive. Citations were issued for the traffic violations along with a mandatory court date. The vehicle was towed from the scene.

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: December 19, 2025
Subject: Weekly Department Report



Fire Prevention Bureau Activities:

- Five fire inspections were conducted to close out 2025 Fire Inspections.
- Abnormal Signal Dispatch report was reviewed on Monday. Several building owners were contacted to have their systems serviced.
- All fire key boxes have been serviced so that first responders can utilize them.
- The fire prevention module for our new Image Trend RMS system is being built. This week, fire prevention information is being compiled for import.
- This week, warm weather arrived, causing a thaw and bursting a couple of sprinkler pipes.

Quarter Master:

- We will be moving away from fuel-operated chainsaws and going to battery-operated ones. A trial was performed with one, and we will start moving to battery units in 2026. Other equipment has already been transferred to the battery, and this is a continuation of that process.
- Gear lockers have been reorganized on the bay floor.

Emergency Medical Services Report:

- Ambulance billing was performed this week.
- Two new employees are testing at Loyola EMS.
- On Wednesday, 16 members participated in CPR training conducted by FF/PM Wimmer and EMS Coordinator Lox. The village provided dinner as our 2025 appreciation stipend.

Building Services:

- We placed a work order to make modifications to one of the vehicle exhaust systems within the station.
- I ordered keys for the new AED at the Train Depot.

Emergency Management Report:

- Nothing to report this week.

Command Staff Meetings:

- On Wednesday, an Officers' meeting was conducted.

Training:

- Crews are catching up on several training topics before the end of the year.
- At 421 Park, we had an acquired a structure for a commercial space for training. Hinsdale, Tri-State, and Westmont fire departments came out to train with us here, as shown below.

Dec 18, 2025 at 10:08:30



New Employees:

- We are in the process of hiring two employees.

Explorers Group at Holiday Walk:



DuComm Communications:

- The DuComm meeting for December 18th was cancelled.
- I attended a Tablet Command demonstration on Wednesday at DuComm. This program is designed to manage incidents in real time. There will be more to come on this, and two DuComm agencies are currently conducting a trial of this system. There's always a chance the ETSB might cover some of the costs if we go with this program.

Congratulations to Demtrice Lindsey, who graduated from the College of DuPage Fire Academy on Thursday, as shown below.



ACS FINANCIAL SYSTEM
12/18/2025 15:57:15

Claims Register

VILLAGE OF CLARENDON HILLS
GL050S-V08.23 COVERPAGE
GL540R

Report Selection:

RUN GROUP... 121825 COMMENT... INFINITI SALES TAX

DATA-JE-ID	DATA COMMENT
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D-12182025-472 INFINITI SALES TAX REBAT

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	INFINITI OF CLARENDON HI	42235					
	SALES TAX REBATE MAY-AUG	39,951.06	SALES TAX INCENTIVE	01.589.4512	12/18/2025		472 00001
		39,951.06	**CLAIMS TOTAL				

Claims Register
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CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P ID LINE
REPORT TOTALS:		39,951.06					

RECORDS PRINTED - 000001

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
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01	GENERAL FUND	39,951.06
TOTAL	ALL FUNDS	39,951.06

BANK RECAP:

BANK	NAME	DISBURSEMENTS
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BANK	CLARENDON HILLS BANK	39,951.06
TOTAL	ALL BANKS	39,951.06

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

DATE	APPROVED BY
		
		