



Village of Clarendon Hills Weekly Manager Reports

12/5/2025

- ✓ **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 5, 2025
Subject: Weekly Report

- **Board Meeting** – The next board meeting is Monday, December 15, at 6:30 PM at the Village Hall.
- **National Pearl Harbor Remembrance Day:** This Sunday, please honor and remember the 2,403 service members and civilians who were killed during the Japanese attack on Pearl Harbor on December 7, 1941. Please lower all flags to half-staff from sunrise to sundown.
- **Downtown Visioning** – The 3rd workshop will be held in January. The date, time, and location are yet to be determined. Those wanting to complete the survey can do so at <https://hla.fyi/Downtown-Clarendon-Hills-Survey>. Today, December 5th is the last day for completing the Survey.
- **Holiday Walk-** Please join in the fun this Saturday at the annual Holiday Walk. The festivities start at 4 PM with the Christmas Tree lighting at 5 PM at Village Hall. New this year, the cookies at the tree lighting in the Village Hall will be hosted by the Infant Welfare Society.
- **Lions Club 75th Brochure** – In honor of the Clarendon Hills Lions Club 75th Anniversary, we created and printed a brochure to be handed out at the Holiday Walk and at the Clarendon Hills Library.
- **Christmas** – Village offices will be closed on December 24 and December 25.

MEMORANDUM

To: Paul Dalen, Village Manager
From: Maureen B. Potempa, Finance Director
Date: December 6, 2024
Subject: Department Report

1. On Tuesday the Assistant Finance Director Krzemkowski and I attended the annual TIF Meeting for calendar year ending December 2024.
2. The next Board meeting is scheduled for **Monday, December 15th**. For your convenience, I have attached the Claims Register, which includes a detailed listing of all pending/issued manual and ACH payments. You can find this at the end of the weekly reports. **(Please find at the end of all weekly reports)**

MEMORANDUM

To: Paul Dalen, Village Manager
From: Brendan McLaughlin, Public Works Director
Date: December 5, 2025
Subject: Weekly Report

The bulk of our efforts this week focused on the weekend snow and Monday night/Tuesday morning snow. The initial focus was on plowing, with our contractor handling the sidewalks and the train station. Crews came in overnight on Wednesday to start hauling out piles from the Downtown.

On Thursday and Friday, we transitioned to getting things ready for the Chamber's Tree Lighting and Holiday Walk, which occurs on Saturday.

We also put some salt down on Friday afternoon as tonight's forecast calls for a chance of freezing drizzle and flurries.

MEMORANDUM

TO: Paul Dalen, Interim Village Manager
FROM: Ed Cage, AICP, Community Development Director
DATE: December 5, 2025
RE: Community Development Department Report

1. **Meeting:** Staff, along with the Interim Village Manager, Finance Director, and Village Attorney, attended the Joint Review Board meeting for the Ogden Ave TIF and Downtown TIF Districts.
2. **Code Enforcement:** The following code enforcement activities occurred this week:
 - Adjudication was held this week; one case reached compliance and was closed out.
 - 120 block of Iroquois, Accessory structure fence that fell over, Notice sent.
 - 400 block of Ruby, Silt fencing put up at new home build, Ongoing case.
 - 5600 Forest Hill, Bathtub damage issue, Notice expired, and this will be moving to Adjudication.
 - 140 block of Prospect, Multiple violations, Status check of on-going court case.
 - 200 block of Woodstock, Multiple violations, Status check of ongoing court case.
 - 100 block of Prospect, Multiple violations, Status check of ongoing court case.
 - Staff working to complete updates in our building codes in our ICC Code set.
3. **Meeting:** Staff met with a Developer regarding a potential development adjacent to 55th Street.
4. **Virtual Meeting:** Staff attended the virtual fourth quarter meeting of the Metropolitan Mayors Caucus' Housing and Community Development Committee.

To: Acting Village Manager Paul Dalen
From: Chief Edward Leinweber
Date: December 4, 2025
Subject: Weekly Activity Report



Recent Training, Meetings and Events:

- Matt Kane was sworn in as the department's newest sergeant at the November 17th Village Board meeting. Congratulations Sergeant Kane!
- Assistant to the Chief Kelly Green and Sergeant Finrock attended update training on the DuPage County reporting system software.
- Staff are completing annual employee performance evaluations.
- I attended the weekly department head staff meeting.
- Village staff met with Chamber of Commerce Director Shannon McDonald to finalize plans for this Saturday's annual Holiday Walk festivities.
- The department is hosting a written exam on Saturday to establish a new officer eligibility list.

Recent incidents:

November 30, 3:52pm, officers responded to the report of a domestic battery that just occurred between domestic partners at their residence. Upon arrival, officers determined the victim had been battered when the partner kicked their walker out from under them, striking the victim in the knee. The victim had to go to a neighbor to call police stating the partner had their phone. The partner was taken into custody, charged with two counts of domestic battery, and transported to the DuPage County Jail.

December 1, 4:04pm, a resident called police after they witnessed an unknown individual stealing eight delivered retail packages off their front porch. The male suspect was captured on doorbell camera video while the theft took place. As the victim was pulling into their driveway, they encountered the suspect as he hurried back to an occupied small red SUV waiting in the roadway, then fleeing W/B from the scene. Further investigation is ongoing.

December 4, 6:44am, officers stopped a vehicle being driven on the one-hundred block of Oxford Ave for having suspended registration. Upon speaking with the driver, officers learned the driver did not possess a valid license or valid insurance for the vehicle. Officers also observed an unrestrained toddler in the vehicle. The driver was cited for suspended registration, no valid license, operating an uninsured motor vehicle and failure to secure a child as required. The driver was released with a mandatory court date, and the vehicle was towed.


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



PREVENT PACKAGE THEFT



TIPS FOR A SECURE DELIVERY:

-  - BRING PACKAGES INSIDE ASAP
-  - INSTALL A VIDEO DOORBELL OR SECURITY CAMERA
-  - USE A LOCKING DROP BOX
-  - REQUEST DELIVERY CONFIRMATION SIGNATURES
-  - ASK DRIVERS TO PLACE PACKAGES OUT OF SIGHT
-  - SHIP TO A SECURE LOCATION IF YOU WON'T BE HOME
-  - CHOOSE SHIP TO STORE PICKUP

A little prevention goes a long way- let's keep those holiday gifts where they belong.

Do NOT approach porch pirates while they are stealing your packages- call 911 and report the incident as soon as possible.





MEMORANDUM

To: Paul Dalen, Acting Village Manager
From: Fire Chief David Godek
Date: December 5, 2025
Subject: Weekly Department Report



Fire Prevention Bureau Activities:

- Fourteen fire inspections were conducted.
- Abnormal Signal Dispatch report was reviewed on Monday. Several building owners were contacted to have their systems serviced. The weather change caused some of these issues.
- Fire companies participated in company fire inspections.
- Fire companies started to service fire key boxes, so they will work this winter if they need them.

Quarter Master:

- One chainsaw was returned from repair service and was placed back on the vehicle.
- Crews calibrated gas meters on Wednesday.
- One sweatshirt was brought into the embroidery shop.

Emergency Medical Services Report:

- New medications were placed onto both Ambulances this week, along with the new SMO update that went into effect on December 1st.
- Ambulance billing was performed this week.
- I met with Loyola EMS to set 2026 Continuing Education dates and set up a Coordinator workshop for both of our EMS Coordinators.
- On Thursday, FF/PM Ed Lox was invited to sit in on a trauma presentation at Good Samaritan.
- New EMS jump bags were placed into service to help EMS crews work more efficiently.
- EMS crews are performing trials on the new video laryngoscopes since our current ones have been discontinued and no longer supported.
- M86 and M87 were safety lane inspected this week. Minor service was also conducted on both vehicles.

Building Services:

- Plumbing vendor came in on Tuesday to service the hot water tank.
- Thanks go out to Public Works for keeping our station clear of snow. They did a great job as usual.

Emergency Management Report:

- Nothing to report this week.

Command Staff Meetings:

- DC DeLillo and I attended the Metropolitan Fire Chiefs meeting on Thursday and networked with other departments.
- DC DeLillo has been meeting with Image Trend to continue the rollout of this new RMS system.

Training:

- Crews are catching up on several training topics before the end of the year.
- We will be putting on an FSVO [Fire Service Vehicle Operator] course this weekend. This is entry-level training for members operating emergency vehicles.

New Employees:

- We are in the process of hiring three employees.

Du-Comm Communications:

- I spoke with Du-Comm Communications about the alarm board operations report that comes out every Monday.

Vehicle Maintenance:

- Vehicle supplies ordered this week.

November 2025 Call Statistics:

77 calls

55 % EMS

45% Fire

26 calls mutual/ auto-aid given.



ACS FINANCIAL SYSTEM
12/04/2025 11:27:35

Claims Register

VILLAGE OF CLARENDON HILLS
GL050S-V08.22 COVERPAGE
GL540R

Report Selection:

RUN GROUP... 251205 COMMENT... IDES Q4

DATA-JE-ID	DATA COMMENT
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M-12082025-324 IDES Q4

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
IL DEPT OF EMPLOYMENT SE	81120								
	JOSEPH JUNG Q4	7,260.00	UNEMPLOYMENT COMPENSATIO	01.532.4116				324	00001
	JAMES JUNG Q4	8,470.00	UNEMPLOYMENT COMPENSATIO	01.532.4116				324	00002
		15,730.00	*TOTAL						
		15,730.00	**CLAIMS TOTAL						

Claims Register
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CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P ID LINE
REPORT TOTALS:		15,730.00					

RECORDS PRINTED - 000002

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
----	-----	
01	GENERAL FUND	15,730.00
TOTAL	ALL FUNDS	15,730.00

BANK RECAP:

BANK	NAME	DISBURSEMENTS
----	-----	
BANK	CLARENDON HILLS BANK	15,730.00
TOTAL	ALL BANKS	15,730.00

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

DATE	APPROVED BY
		
		

ACS FINANCIAL SYSTEM
11/26/2025 11:35:02

Claims Register

VILLAGE OF CLARENDON HILLS
GL050S-V08.22 COVERPAGE
GL540R

Report Selection:

RUN GROUP... 112625 COMMENT... IPBC DECEMBER

DATA-JE-ID	DATA COMMENT
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M-12012025-241 IPBC DECEMBER

Run Instructions:

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

Claims Register

CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P	ID	LINE
INTERGOVERNMENTAL PERSON	42399								
	LIBRARY HEALTH/LIFE INS	3,570.30	DUE FROM CH LIBRARY	01.000.1340				241	00009
	LIB DENTAL INS	180.50	DUE FROM CH LIBRARY	01.000.1340				241	00019
	RET HEALTH INS	1,788.59	RETIREE/COBRA INSURANCE	01.000.1375				241	00010
	RETIREE DENTAL INS	446.52	RETIREE/COBRA INSURANCE	01.000.1375				241	00020
	SUPP LIFE INS	188.95	EMPLOYEE SUPP. INS. CONT	01.000.2031				241	00024
	WEX AND COMPSYCH FEES	228.11	EMPLOYEE HEALTH & SAFETY	01.510.4115				241	00023
	HEALTH/LIFE INSURANCE	6,319.20	HEALTH/DENTAL INSURANCE	01.510.4120				241	00001
	DENTAL INS	287.73	HEALTH/DENTAL INSURANCE	01.510.4120				241	00012
	HEALTH/LIFE INSURANCE	4,976.92	HEALTH/DENTAL INSURANCE	01.512.4120				241	00002
	DENTAL INS	191.82	HEALTH/DENTAL INSURANCE	01.512.4120				241	00013
	PSEBA	2,292.34	PSEBA	01.520.4117				241	00004
	HEALTH/LIFE INSURANCE	17,705.64	HEALTH/DENTAL INSURANCE	01.520.4120				241	00003
	DENTAL INS	719.86	HEALTH/DENTAL INSURANCE	01.520.4120				241	00014
	HEALTH/LIFE INSURANCE	5,789.57	HEALTH/DENTAL INSURANCE	01.530.4120				241	00005
	DENTAL INS	105.50	HEALTH/DENTAL INSURANCE	01.530.4120				241	00015
	HEALTH/LIFE INSURANCE	8,721.17	HEALTH/DENTAL INSURANCE	01.540.4120				241	00006
	DENTAL INS	537.36	HEALTH/DENTAL INSURANCE	01.540.4120				241	00016
	HEALTH/LIFE INSURANCE	4,974.02	HEALTH/DENTAL INSURANCE	01.550.4120				241	00007
	DENTAL INS	182.23	HEALTH/DENTAL INSURANCE	01.550.4120				241	00017
	HEALTH/LIFE INSURANCE	4,503.31	HEALTH/DENTAL INSURANCE	20.560.4120				241	00008
	DENTAL INS	227.92	HEALTH/DENTAL INSURANCE	20.560.4120				241	00018
	RET HEALTH INS	712.31	RETIREE/COBRA INSURANCE	71.000.1375				241	00011
	RETIREE DENTAL INS	95.91	RETIREE/COBRA INSURANCE	71.000.1375				241	00021
	RETIREE DENTAL INS	95.91	RETIREE/COBRA INSURANCE	72.000.1375				241	00022
		64,841.69	*TOTAL						
		64,841.69	**CLAIMS TOTAL						

Claims Register
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CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P ID LINE
REPORT TOTALS:		64,841.69					

RECORDS PRINTED - 000024

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
----	-----	
01	GENERAL FUND	59,206.33
20	WATER FUND	4,731.23
71	POLICE PENSION FUND	808.22
72	FIREMEN PENSION FUND	95.91
TOTAL ALL FUNDS		64,841.69

BANK RECAP:

BANK	NAME	DISBURSEMENTS
----	-----	
BANK	CLARENDON HILLS BANK	64,841.69
TOTAL ALL BANKS		64,841.69

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

DATE	APPROVED BY
		
		

ACS FINANCIAL SYSTEM
11/26/2025 11:44:54

Claims Register

VILLAGE OF CLARENDON HILLS
GL050S-V08.22 COVERPAGE
GL540R

Report Selection:

RUN GROUP... 251126 COMMENT... CLAIMS WEEK OF 11.26.25

DATA-JE-ID	DATA COMMENT
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D-11262025-246 CLAIMS WEEK OF 11.26.25

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	C+I SERVICES	99613					
	RETAINING WALL COMPLETIO	724.95	OTHER CONTRACTUAL SERVIC	01.540.4208	INV-6159		246 00001
		724.95	**CLAIMS TOTAL				

Claims Register
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CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P ID LINE
REPORT TOTALS:		724.95					

RECORDS PRINTED - 000001

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
----	-----	
01	GENERAL FUND	724.95
TOTAL	ALL FUNDS	724.95

BANK RECAP:

BANK	NAME	DISBURSEMENTS
----	-----	
BANK	CLARENDON HILLS BANK	724.95
TOTAL	ALL BANKS	724.95

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

DATE	APPROVED BY
		
		

ACS FINANCIAL SYSTEM
12/04/2025 10:55:53

Claims Register

VILLAGE OF CLARENDON HILLS
GL050S-V08.22 COVERPAGE
GL540R

Report Selection:

RUN GROUP... 120825 COMMENT... CLAIMS WEEK OF 12.05.25

DATA-JE-ID	DATA COMMENT
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M-12082025-322 CLAIMS WEEK OF 12.05.25

Run Instructions:

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

Claims Register

CLAIM NUMBER		DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P	ID	LINE
2025										
COMED			15277							
		0 N OGDEN LITE	2,123.59	UTILITIES	10.541.4235	0NOgdenLite12.			322	00001
		5506 VIRGINIA	96.60	UTILITIES	01.540.4235	5506virginial2			322	00002
			2,220.19	*TOTAL						
NICOR GAS			60720							
		1 N PROSPECT	62.05	UTILITIES	01.514.4235	1NProspect02.0			322	00003
		212 BURLINGTON	61.34	UTILITIES	01.546.4235	212burlington1			322	00004
		261 ANN	55.54	UTILITIES	20.560.4235	261ann12.08.25			322	00005
		316 PARK	217.48	UTILITIES	01.534.4235	316Park12.08.2			322	00006
		448 PARK	172.31	UTILITIES	01.523.4235	448Park12.08.2			322	00007
		452 PARK	105.14	UTILITIES	01.546.4235	452park12.08.2			322	00008
		452 PARK	56.61	UTILITIES	20.560.4235	452park12.08.2			322	00009
		5506 VIRGINIA	24.18	UTILITIES	01.514.4235	5506virginial2			322	00010
			754.65	*TOTAL						
			2,974.84	**CLAIMS TOTAL						

Claims Register
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CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P ID LINE
REPORT TOTALS:		2,974.84					

RECORDS PRINTED - 000010

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
----	-----	
01	GENERAL FUND	739.10
10	MOTOR FUEL TAX FUND	2,123.59
20	WATER FUND	112.15
TOTAL ALL FUNDS		2,974.84

BANK RECAP:

BANK	NAME	DISBURSEMENTS
----	-----	
BANK	CLARENDON HILLS BANK	2,974.84
TOTAL ALL BANKS		2,974.84

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

DATE	APPROVED BY
		
		