



Village of Clarendon Hills

Weekly Manager Reports

1/2/2026

- 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: January 2, 2026
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.
- **Archiving Records** – Executive Assistant Pries is busy verifying that all 2025 records have been properly filed and stored in our online archive system.
- **Grant Reports** - AVM Johnson has been working on the four DCEO Grant year-end quarterly reports previously awarded to the Village.
- **On-boarding New Employees** – AVM Johnson on-boarded two new police officers and a public works maintenance worker this week.

MEMORANDUM

To: Paul Dalen, Interim Village Manager
From: Brendan McLaughlin, Public Works Director
Date: January 2, 2026 (two-week report)
Subject: Weekly Report

1. On the Monday before Christmas, crews repaired a water main leak on North Prospect. A lateral crack extended beyond the previous repair. A larger repair sleeve was installed.
2. On Tuesday, December 23rd, there was a water main break repaired at the corner of Hiawatha and Algonquin.
3. Christmas Eve and Christmas Day, our guys were happy to be home with their families.
4. Friday, December 26th, was a clean-up day for trucks and job sites, plus several work requests, and JULIE locates were completed.
5. Two new water services were inspected along with a water disconnect prior to demolition.
6. Truck and equipment preventative maintenance were completed.
7. Additional work included:
 - Replacing water meter remote read devices
 - Collecting water samples and transporting them to the lab
 - Monthly EPA reports were completed
8. Monday, December 29th, crews were in early for snow operations. We had a plow on a large truck break. Repairs were made later that day.
9. Crews completed the trimming of various trees.
10. On Tuesday night, December 30th, staff were in for snow operations.
11. On Wednesday morning, crews were in for salting from the snow on Tuesday night. Staff remained on duty until that evening due to additional snow.

12. Monthly water meter reads were completed on Wednesday, December 31st.
13. Shut-offs for non-payments were completed at 6 addresses.
14. On Wednesday night, staff were called in to restore water to a house that was shut off.
15. Thursday, January 1st, staff were called in during the morning to salt the train platforms and parking stalls.
16. Additional work included:
 - Hauling of spoils
 - Julie locates
 - Unit 15 was picked up after engine work was completed
 - Contractor tree trimming list was completed
 - Damaged street signs were replaced





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: January 2, 2026
RE: Community Development Department Report

1. **Landscaping Easement:** Staff are working with the Village Attorney on finalizing the Park Avenue landscaping easement document.
2. **Code Enforcement:** The following code enforcement activities occurred this week:
 - 100 block of Woodstock, Commercial Vehicle violation notice sent.
 - 119 Ogden- After years of the village maintaining this vacant lot, the lien for services rendered was closed. The property was taken over by the bank.
 - 280 block of Middaugh, Tree on power line service was coordinated with ComEd.
 - 5700 Holmes, Common Area violation, Unfounded.
3. **Soil Testing:** Staff are working with the Testing Services Corporation to obtain a proposal for soil testing at the Public Works property on Park Avenue.
4. **Business License Renewals:** As the Business License Program is based on the calendar year, a significant amount of business license renewals and applications have been received.

To: Acting Village Manager Paul Dalen
From: Chief Edward Leinweber
Date: January 2, 2026
Subject: Weekly Activity Report



Recent Training, Meetings and Events:

- Newly hired probationary police officers Dalo and Pajer were sworn in at Village Hall on Monday. They will begin basic academy training on Monday, January 5, 2026, at the Suburban Law Enforcement Academy at College of DuPage. Their ceremonial swearing-in will take place at the January 12, 2026, Village board meeting.
- Ofc Colantonio attended eight hours of training on Search & Seizure.



Recent incidents:

December 30, 2:27pm, officers responded to a residence for the report of a domestic dispute between family members. Upon arrival, officers were able to calm the situation and confirm no physical injuries were sustained. Further assistance was refused. Advice and domestic-related resources were provided.

January 1, 2:03 am, while on patrol, officers observed a traffic sign had been struck and knocked down at the intersection of Middaugh and Ogden. Tire tracks left at the scene indicated a vehicle likely collided with the sign and left without notifying authorities. Further investigation is pending in order to locate the vehicle involved.

January 1, 10:17am, a vehicle was stopped for a speeding violation on 55th St between Western and Richmond. Further investigation alerted officers that the driver's license was revoked and they could not provide proof of vehicle insurance. The driver was cited for speeding, operating an uninsured motor vehicle, driving while license revoked and released with a mandatory court date. The vehicle was towed from the scene and submitted for seizure processing.

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: January 2, 2026
Subject: Weekly Department Report



Fire Prevention Bureau Activities:

- 2025 Fire inspections were completed.
- Abnormal Signal Dispatch report was reviewed on Monday. Several building owners were contacted to arrange service for their systems.

Quarter Master:

- Lt. Ladniak put a list of items together for the January purchase.

Emergency Medical Services Report:

- Ambulance billing was performed this week.
- Due to seasonal Flu counts going up, area hospitals are requesting patients with Flu symptoms to be masked. These high Flu counts are expected to last the next couple of weeks.

Building Services:

- Members are maintaining snow and ice around station doors.

Emergency Management Report:

- DC Krupp scheduled a tabletop drill on January 7th.

Command Staff Meetings:

- On Wednesday, we had our last meeting for the year and discussed multiple projects for 2026.
- DC DeLillo and DC Krupp did a great job launching two new RMS systems. USFA changed to NERIS from the legacy NFIRS system for fire reporting. Image Trend has now replaced ESO Solutions with our department's fire reporting. Both RMS systems are highly efficient for our members to use and provide better incident data and lower community risk.

Training:

- The training division is working on several training opportunities this winter.
- In 2025, we were able to train with our neighboring departments at several locations.

New Employees:

- We are in the process of hiring two employees. This slowed down due to the holidays and people not being available to complete the process.

Du-Comm Communications:

- Du-Comm and ETSB sent out all their meeting schedules for 2026.

2025 Department Statistics:

2024 total run volume 1140

2025 total run volume 1179

We are in the process of gathering the remaining totals for the yearly report.



ACS FINANCIAL SYSTEM
12/31/2025 14:05:15

Claims Register

VILLAGE OF CLARENDON HILLS
GL050S-V08.23 COVERPAGE
GL540R

Report Selection:

RUN GROUP... 123125 COMMENT... JX TRUCK CENTER

DATA-JE-ID DATA COMMENT

D-12312025-572 JX TRUCK CENTER

Run Instructions:

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

ACS FINANCIAL SYSTEM
12/31/2025 14:05:15

Claims Register

VILLAGE OF CLARENDON HILLS
GL540R-V08.23 PAGE 1

CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P ID	LINE
2025	JX TRUCK CENTER *FY* 2018 PETERBILT REPA	47751 12,902.33 12,902.33	MACHINERY & EQUIP **CLAIMS TOTAL	65.590.4430	60130		572	00001

ACS FINANCIAL SYSTEM
12/31/2025 14:05:15

Claims Register

VILLAGE OF CLARENDON HILLS
GL540R-V08.23 PAGE 2

CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P ID	LINE
REPORT TOTALS:		12,902.33						

RECORDS PRINTED - 000001

ACS FINANCIAL SYSTEM
12/31/2025 14:05:15

Claims Register

VILLAGE OF CLARENDON HILLS
GL060S-V08.23 RECAPPAGE
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
65	CAPITAL PROJECTS/IMPROVEMENT	12,902.33
TOTAL ALL FUNDS		12,902.33

BANK RECAP:

BANK	NAME	DISBURSEMENTS
	CLARENDON HILLS BANK	12,902.33
TOTAL ALL BANKS		12,902.33

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

DATE APPROVED BY

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ACS FINANCIAL SYSTEM
01/02/2026 12:11:22

Claims Register

VILLAGE OF CLARENDON HILLS
GL050S-V08.23 COVERPAGE
GL540R

Report Selection:

RUN GROUP... 010725 COMMENT... MANUALS WEEK OF 010226

DATA-JE-ID DATA COMMENT

M-01072026-584 MANUALS WEEK OF 01.01.26

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
002025	NICOR GAS *FY* 316 PARK	60720	382.11 UTILITIES 382.11 **CLAIMS TOTAL	01.534.4235	316Park01.08.2	584	00005	
2025	COMED *FY* 0 N OGDEN LITE	15277	2,020.53 UTILITIES	10.541.4235	0NOgden01.06.2	584	00001	
	NICOR GAS *FY* 1 N PROSPECT *FY* 212 BURLINGTON *FY* 261 ANN *FY* 448 PARK *FY* 452 PARK *FY* 452 PARK *FY* 5506 VIRGINIA	60720	85.46 UTILITIES 62.68 UTILITIES 100.50 UTILITIES 339.51 UTILITIES 226.77 UTILITIES 122.10 UTILITIES 120.16 UTILITIES 1,057.18 *TOTAL 3,077.71 **CLAIMS TOTAL	01.514.4235 01.546.4235 20.560.4235 01.523.4235 01.546.4235 20.560.4235 01.540.4235	1NProspect01.0 212Burlington0 261Ann01.05.26 448Park01.05.2 452Park111825 452Park111825 5506Virginia01	584	00002 00003 00004 00006 00007 00008 00009	

ACS FINANCIAL SYSTEM
01/02/2026 12:11:22

Claims Register

VILLAGE OF CLARENDON HILLS
GL540R-V08.23 PAGE 2

CLAIM NUMBER
DESCRIPTION AMOUNT ACCOUNT NAME FUND & ACCOUNT INVOICE PO# F/P ID LINE

REPORT TOTALS: 3,459.82

RECORDS PRINTED - 000009

ACS FINANCIAL SYSTEM
01/02/2026 12:11:22

Claims Register

VILLAGE OF CLARENDON HILLS
GL060S-V08.23 RECAPPAGE
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
01	GENERAL FUND	1,216.69
10	MOTOR FUEL TAX FUND	2,020.53
20	WATER FUND	222.60
TOTAL ALL FUNDS		3,459.82

BANK RECAP:

BANK	NAME	DISBURSEMENTS
BANK	CLARENDON HILLS BANK	3,459.82
TOTAL ALL BANKS		3,459.82

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

DATE APPROVED BY

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ACS FINANCIAL SYSTEM
12/31/2025 14:57:03

Claims Register

VILLAGE OF CLARENDON HILLS
GL050S-V08.23 COVERPAGE
GL540R

Report Selection:

RUN GROUP... 010125 COMMENT... IPBC JANUARY

DATA-JE-ID DATA COMMENT

M-01012026-573 IPBC JANUARY

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
	INTERGOVERNMENTAL PERSON	42399						
	LIB HEALTH / LIFE INS	3,570.30	DUE FROM CH LIBRARY	01.000.1340			573	00009
	LIB DENTAL INS	180.50	DUE FROM CH LIBRARY	01.000.1340			573	00019
	RET HEALTH INS	1,788.59	RETIREE/COBRA INSURANCE	01.000.1375			573	00010
	RET DENTAL INS	446.52	RETIREE/COBRA INSURANCE	01.000.1375			573	00020
	SUPPLEMENTAL LIFE INS	188.95	EMPLOYEE SUPP. INS. CONT	01.000.2031			573	00024
	WEX & COMPSYCH FEES	226.72	EMPLOYEE HEALTH & SAFETY	01.510.4115			573	00023
	HEALTH/LIFE INSURANCE	6,316.06	HEALTH/DENTAL INSURANCE	01.510.4120			573	00001
	DENTAL INSURANCE	287.73	HEALTH/DENTAL INSURANCE	01.510.4120			573	00012
	HEALTH/LIFE INSURANCE	4,976.92	HEALTH/DENTAL INSURANCE	01.512.4120			573	00002
	DENTAL INSURANCE	191.82	HEALTH/DENTAL INSURANCE	01.512.4120			573	00013
	PSEBA	2,292.34	PSEBA	01.520.4117			573	00004
	HEALTH/LIFE INSURANCE	15,397.16	HEALTH/DENTAL INSURANCE	01.520.4120			573	00003
	DENTAL INSURANCE	623.95	HEALTH/DENTAL INSURANCE	01.520.4120			573	00014
	HEALTH/LIFE INSURANCE	5,789.57	HEALTH/DENTAL INSURANCE	01.530.4120			573	00005
	DENTAL INSURANCE	105.50	HEALTH/DENTAL INSURANCE	01.530.4120			573	00015
	HEALTH/LIFE INSURANCE	7,984.13	HEALTH/DENTAL INSURANCE	01.540.4120			573	00006
	DENTAL INSURANCE	297.58	HEALTH/DENTAL INSURANCE	01.540.4120			573	00016
	HEALTH/LIFE INSURANCE	4,974.02	HEALTH/DENTAL INSURANCE	01.550.4120			573	00007
	DENTAL INSURANCE	182.23	HEALTH/DENTAL INSURANCE	01.550.4120			573	00017
	HEALTH/LIFE INSURANCE	3,771.17	HEALTH/DENTAL INSURANCE	20.560.4120			573	00008
	DENTAL INSURANCE	179.96	HEALTH/DENTAL INSURANCE	20.560.4120			573	00018
	RET HEALTH INS	712.31	RETIREE/COBRA INSURANCE	71.000.1375			573	00011
	RET DENTAL INS	95.91	RETIREE/COBRA INSURANCE	71.000.1375			573	00021
	RET DENTAL INS	99.06	RETIREE/COBRA INSURANCE	72.000.1375			573	00022
		60,679.00	*TOTAL					
		60,679.00	**CLAIMS TOTAL					

ACS FINANCIAL SYSTEM
12/31/2025 14:57:03

Claims Register

VILLAGE OF CLARENDON HILLS
GL540R-V08.23 PAGE 2

CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P ID	LINE
REPORT TOTALS:		60,679.00						

RECORDS PRINTED - 000024

ACS FINANCIAL SYSTEM
12/31/2025 14:57:03

Claims Register

VILLAGE OF CLARENDON HILLS
GL060S-V08.23 RECAPPAGE
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
01	GENERAL FUND	55,820.59
20	WATER FUND	3,951.13
71	POLICE PENSION FUND	808.22
72	FIREMEN PENSION FUND	99.06
TOTAL ALL FUNDS		60,679.00

BANK RECAP:

BANK	NAME	DISBURSEMENTS
BANK	CLARENDON HILLS BANK	60,679.00
TOTAL ALL BANKS		60,679.00

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

DATE APPROVED BY

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