



# Village of Clarendon Hills

## Weekly Manager Reports

**1/9/2026**

- ✓ 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](http://www.clarendonhills.us)**

## MEMORANDUM

To: Village President Tech and Board of Trustees  
From: Paul Dalen, Acting Village Manager  
Date: January 9, 2026  
Subject: Weekly Report

- **Board Meeting** – The next board meeting is Monday, January 12<sup>th</sup>, at 6:30 PM at the Village Hall.
- **Downtown Visioning** – Staff and Housel Lavigne are planning to host an open house on February 5<sup>th</sup>, from 4:30 PM to 6:30 PM at Community Presbyterian Church.
- **Grant Reports** - AVM Johnson has been working on the four DCEO Grant year-end quarterly reports previously awarded to the Village.
- **2026 Village IT Projects** – AVM Johnson and Sgt Finfrock met with Orbis, the Village's IT provider, regarding 2026 Projects. These include outdoor AV equipment at Village Hall, equipment inventory and disposal, network updates, new devices, and downtown cameras.
- **Recycle Coach** – AVM Johnson has started working on auto-populating information about Village Waste and Recycling resources for the free app provided by the State of Illinois.

- **Unified Training** – This past Wednesday, command personnel from the fire department and police department met for a critical incident tabletop training exercise. The plan is to progress to a live training scenario.





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Clarendon Hills, Illinois 60514  
630.286.5415

## MEMORANDUM

**To:** Paul Dalen, Acting Village Manager  
**From:** Maureen B. Potempa, Finance Director  
**Date:** January 9, 2026  
**Subject:** Department Report

Finance staff have begun preparations for the annual audit and are preparing for the auditors' preliminary on-site visit scheduled for Thursday, January 15.

On Friday, I attended the Fire Pension Fund's first-quarter meeting and presented the fourth-quarter estimated financial results. The discussion covered fund performance, preliminary year-end positioning, and anticipated reporting requirements.

## MEMORANDUM

**To:** Paul Dalen, Interim Village Manager  
**From:** Brendan McLaughlin, Public Works Director  
**Date:** January 9, 2026  
**Subject:** Weekly Report

1. Crews removed the holiday wreaths and pole wraps this week. Winter banners replaced the wreaths. The Chamber Christmas Trees that have had their decorations removed were sent through the chipper.
2. In-house crews completed tree removals at a couple of locations.
3. Crews recertified for their safety permits to work within the BNSF Right of Way.
4. Staff attended a site meeting with the Village Manager's Office to explore the impacts of closing the eastern driveway at Just Lift Fitness. Additional field work was completed to determine the scope of any concrete and drainage impacts. We also looked at the viability of installing a planting bed for a parkway tree at this location.
5. Thursday night brought 1.7 inches of rain, which did not soak into the frozen ground. Locations on Burlington and on Park had standing water for an hour or so after the strong downpour which occurred between 8:00 pm and 8:30 pm. A number of street drains became covered with sticks and leaves. Crews were called in and cleared blocked storm grates and placed cones where there was standing water on the road.
6. Additional work included:
  - Replacing water meter remote read devices
  - Collecting water samples and transporting them to the lab
  - Monthly EPA reports were completed
  - Hauling spoils and wood chips
7. Trucks are prepped for minor snow and possible freezing rain over the weekend.

## MEMORANDUM

TO: Paul Dalen, Interim Village Manager  
FROM: Ed Cage, AICP, Community Development Director  
DATE: January 9, 2026  
RE: Community Development Department Report

1. **Jacaranda (5 S.Prospect):** Jacaranda Boutique and Interior Design is the new Downtown business that is located in the former Coldwell Banker location at 5 S. Prospect Avenue. They are due to have a "soft opening" in the next week, with a "grand opening" in Spring in conjunction with the Chamber of Commerce. The business operator has completely reimagined and improved the interior and exterior spaces with an updated modern style.
2. **Code Enforcement:** The following code enforcement activities occurred this week:
  - 100 block of Woodstock, Commercial vehicle, Unfounded.
  - 230 block of Woodstock, Plumbing violation, Photos obtained and notice sent.
  - 119 Ogden Ave, Violation follow-up, Violations still noted.
  - 210 block of Woodstock, Violation follow-up, Meeting with legal counsel on January 15<sup>th</sup>.
  - 140 block of N. Prospect, Violation follow-up, Sent photos to legal counsel.
3. **Business License Renewals:** A significant number of Business License applications have been reviewed and approved this week.
4. **Meeting:** Staff, along with the other Departments, met with the architect and landscape consultants in the field to discuss the proposed Park Avenue Streetscape Project.

**To:** Acting Village Manager Paul Dalen  
**From:** Chief Edward Leinweber  
**Date:** January 9, 2026  
**Subject:** Weekly Activity Report



**Recent Training, Meetings and Events:**

- Officers Dalo and Pajer began basic academy training at the Suburban Law Enforcement Academy (SLEA) at College of DuPage. The academy is 16 weeks long.
- Officer Colantonio attended a day of training on Search & Seizure law and procedure.
- Officer Franchetti and Sergeant Finfrock performed a safety drill at CHMS.
- CHPD and CHFD command staff participated in a joint training table-top exercise at the PD regarding major incident planning and response tactics.
- PD and Village staff met with IT provider ORBIS regarding upcoming Village projects.

**Recent incidents:**

January 5, 5:11pm, officers met at the station with the mother of a child who was reportedly being harassed by fellow classmates via cell phone communication. Officers assisted the mother and followed up with school staff. Further investigation is pending by the jurisdiction where the family resides.

January 5, 11:10pm, officers responded to a residence for a delayed threat report from earlier in the day. The caller reported that their mother was alarmingly yelled at by the resident of a neighboring unit while the mother was out walking the dog. The incident was documented with a report only as requested by the caller.

January 6, 10:33pm, while conducting a business check at a retailer on Holmes Ave, management staff approached officers and reported a delayed theft from earlier in the evening. Staff reported that a suspected repeat offender left the store with several miscellaneous grocery items without paying for them. The subject is known to management staff and officers from previous contacts. Further investigation is pending by patrol.

**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 9, 2026  
**Subject:** Weekly Department Report



### Fire Prevention Bureau Activities:

- 2026 fire inspections are being installed into our new RMS system.
- Abnormal Signal Dispatch report was reviewed on Monday. Several building owners were contacted to have their systems serviced.
- Two alarm holders were contacted to correct their systems.
- Fire crews educated a resident about smoke detectors and why the one they encountered failed.

### Quarter Master:

- Lt. Ladniak is working with uniform vendors and obtaining quotes for better uniforms at a better price point.
- Equipment labels ordered for M87.

### Emergency Medical Services Report:

- Ambulance billing was performed this week.
- Seasonal Flu counts are still high, and Emergency rooms and doctors' offices are masking now to control the spread.
- EMS Coordinator Lox put our two new cardiac monitors together and worked to get one programmed.
- EMS Coordinator Lox received training on the monitors so he can train members.
- CPR cards were ordered to distribute to students.
- CPR training was conducted for our two new Police Officers before going to the Academy.

**Building Services:**

- We are getting quotes to replace sixteen ceiling tiles due to A/C unit condensation.

**Emergency Management Report:**

- DC Krupp, Police Sgt. Robak conducted a table-top drill for Police and Fire members on Wednesday. This was a great chance to practice the roles and responsibilities of managing a large-scale incident. Both agencies have distinct tasks during these incidents, and understanding each other's roles is crucial for incident management. Planning these drills takes time, and it turned out great. I feel we all walked away with a lot of great information.

**Command Staff Meetings:**

- On Wednesday, we were unable to meet due to schedule conflicts.

**Training:**

- The training division performed a system audit and contacted members to complete training sessions.

**New Employees:**

- This week, we contacted a new hire employee that we are processing.
- This week, I met with HR Director Mera Johnson about new employees.

**Du-Comm Communications:**

- Nothing to report this week.

