



Village of Clarendon Hills Weekly Manager Reports

1/16/2026

- ✓ **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 16, 2026
Subject: Weekly Report

- **Board Meeting** – The next board meeting is Monday, February 9th, at 6:30 PM at the Village Hall.
- **Holiday** - Village offices will be closed on Monday, January 19th, 2026, in observance of Dr. Martin Luther King Jr. Day.
- **IRMA Policy Review** - Staff has been notified by our insurance provider, IRMA, that they will be conducting a review of our policies in April. This type of review is typical and is used to ensure that the Village's policies are kept up to date.
- **Downtown Visioning** – The open house is scheduled for February 5th, from 4:30 PM to 7:00 PM at Community Presbyterian Church.
- **Chamber of Commerce**- AVM Johnson attended the Chamber of Commerce Board meeting this past Wednesday. Among other things, a new Board was installed.
- **Christmas Trees**- Lakeshore Recycling Services will continue to pick up Christmas Trees until the end of January. Please remove all lights, decorations, and garland. Also, make sure the tree is not in a tree bag.
- **Weather**- As we all know, there has been some interesting weather these past few weeks. I want to thank the Public Works Department and the Police Department for responding to all of the weather-related issues that were encountered. That said, this weekend will be particularly cold, with negative wind chills. Please dress for the weather and drive carefully.

- **Poet Laureate** – Social Media Intern Abby met with the Library and the Village's new Poet Laureate this week to discuss collaboration on Village wide literary efforts.



MEMORANDUM

To: Paul Dalen, Village Manager
From: Maureen B. Potempa, Finance Director
Date: January 16, 2026
Subject: Department Report

On Monday, I attended the First Quarter Police Pension Fund meeting. The Board approved the enrollment of newly appointed officers into the pension fund, as well as separations resulting from recent retirements and resignations. A representative from Sawyer Falduto presented the fourth quarter investment results, including a review of overall fund performance, preliminary year-end positioning, and anticipated year-end reporting requirements.

On Thursday, Sikich LLP, the Village's external auditor, was on site to conduct preliminary audit fieldwork. The audit team is scheduled to return for final fieldwork during the week of March 16 through March 20. Early indications suggest a smooth audit process, consistent with prior years.

MEMORANDUM

To: Paul Dalen, Interim Village Manager
From: Brendan McLaughlin, Public Works Director
Date: January 16, 2026
Subject: Weekly Report

1. Crews addressed morning snow events on Wednesday and Friday.
2. Outdoor heating elements were replaced at the train platforms.
3. Leaves and debris were cleaned up at a number of locations on Monday.
4. The remaining Christmas Trees from the Chamber of Commerce fund raiser were removed.
5. Training cuts were performed on smaller trees.
6. Water samples were collected and taken to the lab for testing.
7. Wood chips were hauled offsite.
8. Replacement signs were installed in a handful of locations.
9. Training and certifications were completed for working within the BNSF Right of Way.

MEMORANDUM

TO: Paul Dalen, Interim Village Manager
FROM: Ed Cage, AICP, Community Development Director
DATE: January 16, 2026
RE: Community Development Department Report

1. **Meeting:** Staff has a meeting scheduled to address the last outstanding issues associated with the Mycroft Row Phase II development.
2. **Code Enforcement:** The following code enforcement activities occurred this week:
 - Two 2025 property maintenance cases are due next week in Adjudication.
 - Staff worked with the Adjudication Clerk on several items for this new year.
 - 240 block of Woodstock will be moving to Adjudication on 1/18/2026
 - This week. Staff and the Village Attorney met with the homeowners and their legal counsel for a property on Woodstock where the Village is seeking compliance.
 - The Village Attorney is making progress on a N. Prospect property.
3. **Meeting:** Staff had a virtual meeting with a fiber provider who is interested in planning on serving Clarendon Hills. As the proposed service is within the Village owned right-of-way, review and permits are required of the operator to install any such service.

To: Acting Village Manager Paul Dalen
From: Chief Edward Leinweber
Date: January 16, 2026
Subject: Weekly Activity Report



Recent Training, Meetings and Events:

- Officer Calderon was presented with an official commendation for professionalism and high-quality police service at Monday's Village Board meeting.
- Officers Dalo and Pajer were publicly sworn in at Monday's Village Board meeting.
- Staff attended the monthly Village safety meeting.
- I attended the Chiefs Operations Committee meeting at DuComm.
- The Clarendon Hills Fire & Police Commission hosted meetings at the PD on Wednesday and Thursday for police applicant oral interviews.

Recent incidents:

January 9, 5:48pm, officers responded to a business on Holmes Ave for a delayed retail theft from the previous day. Store management reported a male suspect left the store with several packs of Red Bull and diapers without paying. A vehicle description and license plate were provided for further investigation by patrol.

January 11, 1:05pm, officers met with a resident who had been scammed out of \$6500.00 in internet transactions. The victim made several online payments to a subject overseas who was posing as a legitimate business. A report was made with federal law enforcement with further follow-up pending by patrol.

January 12, 11:10pm, a vehicle was stopped for having suspended registration while traveling in the area of 55th St and Rte 83. The driver also had a suspended license and could not provide valid insurance for the vehicle. The driver was cited for suspended registration, driving while license suspended, operating an uninsured motor vehicle and released with a mandatory court date. The vehicle was towed from the scene.

January 13, 4:55am, a vehicle was stopped for speeding and disregarding the red light at 55th St and Holmes Ave. The driver was also suspended and in violation of graduated licensing laws. The driver was cited for the traffic violations and issued a mandatory court date. A licensed passenger drove the vehicle from the scene.

January 14, 2:32pm, officers met with a resident regarding a theft report. The victim reported being scammed out of \$1550.00 in relation to a Facebook marketplace transaction. Further investigation is pending by patrol.

January 14, 3:07pm, a business on 55th St called to report that a former employee who had been terminated was sending threatening and alarming electronic communications. The subject in question lives several states away so officers alerted the local authorities who were successful in making contact with the subject. Official report of the incident was made and forwarded to the appropriate law enforcement agencies for further investigation.

January 14, 8:16pm, officers assisted Willowbrook PD with locating a stolen vehicle fleeing from a Target store. Officers observed the vehicle as it traveled N/B on Rte 83 near Ogden Ave. The vehicle was later disabled by use of spike strips in Oakbrook, and the driver was taken into custody. Two handguns and approximately \$2000.00 in stolen merchandise from the Target store were located in the vehicle.

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



On November 22, 2025, at 7:11pm, Clarendon Hills Police were dispatched to the Prospect Avenue train crossing for a third-party well-being check of a subject who appeared in need of assistance and standing dangerously close to the train tracks.

While enroute, officers were updated by dispatch that the father of the subject in question called, advising that the subject was experiencing a mental health crisis. Officer Luis Calderon responded quickly and was the first officer on scene. Upon arrival, Officer Calderon observed the subject in question standing on the train tracks as the crossing gates were coming down, announcing an oncoming train.

Knowing he had to act quickly, Officer Calderon was able to talk the subject off of the tracks to safety, preventing a tragic outcome. Officer Calderon is to be commended for his heroic actions, which exemplify the Clarendon Hills Police Mission Statement to provide “professional, high quality and effective police service, to meet the emergency and daily needs of the community, and to aid in pedestrian and traffic safety.



Welcome

Officer Olivia Pajer and Officer Joseph Dalo



MEMORANDUM

To: Paul Dalen, Acting Village Manager
From: Fire Chief David Godek
Date: January 16, 2026
Subject: Weekly Department Report



Fire Prevention Bureau Activities:

- This week, we met with Image Trend on an LOI project.
- Abnormal Signal Dispatch report was reviewed on Monday. Several building owners were contacted to have their systems serviced.

Quarter Master:

- Lt. Ladniak is making progress with a Small Tools grant.
- Two battery chain saws were purchased on Thursday. These are replacing old gas-powered saws with repair prices that well exceeded the price of two new battery saws.

Emergency Medical Services Report:

- Ambulance billing was performed this week.
- On Wednesday, Loyola EMS presents continuing education on respiratory emergencies for twelve of our members.
- FF/PM Penn will start working jointly with our Police on several EMS training topics.

Building Services:

- We are pursuing a solid lead on a vendor for our ceiling tile project.

Emergency Management Report:

- Nothing to report this week.

Command Staff Meetings:

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

Training:

- SCBA fit tester arrived this week, and we will begin fit testing members.
- Elevator training class was set up this week for February 13th.

New Employees:

- This week, we started processing one new employee.
- We have three other employees in different stages of the hiring process.

Du-Comm Communications:

- Nothing to report this week.



ACS FINANCIAL SYSTEM
01/16/2026 10:40:06

Claims Register

VILLAGE OF CLARENDON HILLS
GL050S-V08.23 COVERPAGE
GL540R

Report Selection:

RUN GROUP... 011625 COMMENT... HINSDALE GOLF CLUB

DATA-JE-ID	DATA COMMENT
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D-01192026-737 HINSDALE GOLF CLUB

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	HINSDALE GOLF CLUB	.03362					
	FY SEWER LINING	107,022.75	OTHER IMPROVEMENTS	65.590.4420	01/15/2026		737 00001
		107,022.75	**CLAIMS TOTAL				

Claims Register
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CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P ID LINE
REPORT TOTALS:		107,022.75					

RECORDS PRINTED - 000001

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
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65	CAPITAL PROJECTS/IMPROVEMENT	107,022.75
TOTAL ALL FUNDS		107,022.75

BANK RECAP:

BANK	NAME	DISBURSEMENTS
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BANK	CLARENDON HILLS BANK	107,022.75
TOTAL ALL BANKS		107,022.75

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

DATE	APPROVED BY
		
		