



Village of Clarendon Hills Weekly Manager Reports

1/23/2026

- ✓ **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 23, 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, February 16, 2026, in observance of Presidents' Day.
- **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**- The next Chamber of Commerce all-member meeting will be held in the Village Hall Boardroom on Wednesday, January 28th at 9 AM.
- **Weather**- Due to the frigid weather on Friday, January 23rd, the Village Hall building was closed, but services to residents were still available as staff attended to their duties virtually. Public Safety and Public Works conducted business as normal.
- **Poet Laureate** – Check out the TikTok video, produced by Abby, our social media intern, showcasing the Village's new Poet Laureate, David W Berner. You can also view it on our FB page.
<https://www.tiktok.com/t/ZThA4gGuS/>

MEMORANDUM

To: Paul Dalen, Village Manager
From: Maureen B. Potempa, Finance Director
Date: January 23, 2026
Subject: Department Report

This week, the Finance Department experienced two staff transitions, with the Assistant Finance Director and Fiscal Assistant resigning to accept advancement opportunities with other municipalities. We congratulate both individuals and wish them continued success in their professional careers.

To support ongoing audit readiness, I met with Sikich Consulting Services, a separate division from the Village's audit team, to discuss supplemental support services. These services will assist with audit preparation activities and help ensure the audit remains on schedule and compliant with all required reporting timelines.

Additionally, Finance staff and I met with the Village's new ERP provider as part of the data-gathering phase of the implementation process. Discussions are ongoing regarding adjustments to the implementation timeline to ensure a smooth and effective transition aligned with departmental resources.

MEMORANDUM

To: Paul Dalen, Interim Village Manager
From: Brendan McLaughlin, Public Works Director
Date: January 23, 2026
Subject: Weekly Report

1. Crews were in overnight on Saturday into Sunday morning to address the snow.
2. Crews were in again overnight on Sunday into Monday morning to address snow.
3. Staff attended a briefing on IEPA Lead Copper Rule Changes.
4. Truck and equipment preventative maintenance were completed.
5. Friday was spent indoors, cleaning and reorganizing the garage.
6. Additional work included:
 - Replacing water meter remote read devices
 - Collecting water samples and transporting them to the lab
 - Monthly EPA reports were completed

MEMORANDUM

TO: Paul Dalen, Interim Village Manager
FROM: Ed Cage, AICP, Community Development Director
DATE: January 23, 2026
RE: Community Development Department Report

1. **New Business Meeting:** Staff had a meeting with the Prospect Tavern Owner and Operator. The TIF Grant agreement that the Village Board approved, was signed by the owner. It is anticipated that the operator will submit for a building permit during the next month.
2. **Code Enforcement:** The following code enforcement activities occurred this week:
 - One case was brought to compliance at Adjudication on 1/21/26.
 - One Adjudication case was continued to establish a plan of compliance with a resident this week.
 - 500 block of Chase, the beginning of repairing a floor rafter. Staff is working on issuing a permit.
3. **Meeting:** Staff had a virtual meeting with an applicant wanting to apply for a setback variance for a single-family residence.

To: Acting Village Manager Paul Dalen
From: Chief Edward Leinweber
Date: January 23, 2026
Subject: Weekly Activity Report



Recent Training, Meetings and Events:

- Officer Franchetti attended a day of training on Emotional Regulation: Somatic Approaches for Job and Home.
- Sergeant Kane completed Cop FTO software training.
- Sergeant Finrock along with officers from HPD and BRPD conducted safety training with CCSD 181 administration staff.
- Sgt. Finrock deployed with the DuPage MERIT Drone Team to assist SWAT with a high-risk search warrant in West Chicago.
- Staff attended an ETSB podcast update.
- I attended the monthly DuPage Chiefs Association meeting.
- CCSD 181 utilized e-learning today as schools were closed due to extreme cold weather.

Recent incidents:

January 19, 2:30pm, officers met with a resident at the station who was the victim of identity theft. The victim reported their debit card was lost, and two unauthorized internet transactions were made on the account. Further investigation by patrol is pending. Identity theft resources were also provided.

January 20, 10:26am, a resident of a multi-unit complex reported a theft of keys. The keys were mistakenly left in the lock of the vestibule security door, and gone when the victim went back to retrieve them. Officers canvassed the building and assisted the resident in searching for the keys, which were ultimately located.

January 21, 9:34am, officers met with a resident at the station who was the victim of identity theft. The victim requested that only a report be completed for documentation purposes at this time as no monetary loss was suffered. Identity theft resources were also provided.

January 21, 10:29am, officers responded to the report of a delayed residential burglary in the Stonegate subdivision. The residence is vacant and soon to be part of an estate sale. An unknown subject made forced entry to a rear window. Officers conducted a neighborhood canvass and are investigating possible leads. PD staff believe this to be an isolated incident.

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 23, 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.
- One residential fire sprinkler system could not be inspected due to the pipe freezing and breaking.
- One residential fire sprinkler system was inspected, and the new home is moving onto final inspections.

Quarter Master:

- Lt. Ladniak is reorganizing the Quartermaster area.
- Two battery chain saws were put into service this week.
- New employee ID cards are being designed.
- The new department patch was made, and we will be getting a quote for the latest patches to be ordered.

Emergency Medical Services Report:

- Ambulance billing was performed this week.
- On Thursday, our Zoll Representative delivered the new Village AEDs. Once the new pads arrive, they will go into service.
- EMS Coordinator Lox attended the Loyola EMS meeting.

Building Services:

- The new ceiling tile vendor will be out next week to quote us for new ceiling tiles.

Emergency Management Report:

- Nothing to report this week.

Command Staff Meetings:

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

Training:

- Annual SCBA fit testing started on Thursday.
- FF/PM's Penn & Gloodt were working with new Candidates on Thursday on several training topics.
- A few Candidates will be attending "Light and Fight" fire evolutions at IFSI Academy.

New Employees:

- Four new employees are in various stages of the hiring process.

Du-Comm Communications:

- On Thursday, I worked with Du-Comm clear up some old CAD programming.

Vehicle Maintenance:

- L86 axels are on recall from the manufacturer. The warranty work will be performed once the parts arrive at the dealer in Aurora.
- Tires on order for the 2021 Chevy Tahoe.
- The 2015 Chevy Tahoe is going in for service on Monday for electrical work.



ACS FINANCIAL SYSTEM
01/22/2026 12:37:46

Claims Register

VILLAGE OF CLARENDON HILLS
GL050S-V08.23 COVERPAGE
GL540R

Report Selection:

RUN GROUP... 012226 COMMENT... MANUALS WEEK OF 01.22.26

DATA-JE-ID	DATA COMMENT
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M-01262026-781 MANUALS WEEK OF 01.23.26

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									
	VERIZON WIRELESS #1	90095							
	FY 12/25 PHONE LINES	78.96	TELEPHONE	01.510.4212	6132634200			781	00018
	FY 12/25 PHONE LINES	1,409.16	TELEPHONE	01.520.4212	6132634200			781	00017
	FY 12/25 PHONE LINES	34.89	TELEPHONE	01.530.4212	6132634200			781	00016
	FY 12/25 PHONE LINES	196.09	TELEPHONE	01.531.4212	6132634200			781	00015
	FY 12/25 PHONE LINES	154.83	TELEPHONE	01.532.4212	6132634200			781	00014
	FY 12/25 PHONE LINES	3.56	TELEPHONE	01.535.4212	6132634200			781	00013
	FY 12/25 PHONE LINES	77.42	TELEPHONE	01.540.4212	6132634200			781	00012
	FY 12/25 PHONE LINES	77.42	TELEPHONE	20.560.4212	6132634200			781	00011
		2,032.33	*TOTAL						
	VERIZON WIRELESS #3	90097							
	FY 12/25 CELL PHONES	39.39	TELEPHONE	01.530.4212	6132634201			781	00009
	FY 12/25 CELL PHONES	39.39	TELEPHONE	01.530.4212	6132634201			781	00010
	FY 12/25 CELL PHONES	38.00	TELEPHONE	01.532.4212	6132634201			781	00008
	FY 12/25 CELL PHONES	25.68	TELEPHONE	01.540.4212	6132634201			781	00007
	FY 12/25 CELL PHONES	25.68	TELEPHONE	20.560.4212	6132634201			781	00006
		168.14	*TOTAL						
	VERIZON WIRELESS #4	90098							
	FY 12/25 DATA CHARGES	395.64	TELEPHONE	01.520.4212	6132634202			781	00005
	FY 12/25 DATA CHARGES	54.44	TELEPHONE	01.530.4212	6132634202			781	00004
	FY 12/25 DATA CHARGES	170.24	TELEPHONE	01.531.4212	6132634202			781	00003
	FY 12/25 DATA CHARGES	12.87	TELEPHONE	01.533.4212	6132634202			781	00002
	FY 12/25 DATA CHARGES	54.45	TELEPHONE	01.540.4212	6132634202			781	00001
		687.64	*TOTAL						
		2,888.11	**CLAIMS TOTAL						

Claims Register
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CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P ID LINE
REPORT TOTALS:		2,888.11					

RECORDS PRINTED - 000018

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
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01	GENERAL FUND	2,785.01
20	WATER FUND	103.10
TOTAL ALL FUNDS		2,888.11

BANK RECAP:

BANK	NAME	DISBURSEMENTS
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BANK	CLARENDON HILLS BANK	2,888.11
TOTAL ALL BANKS		2,888.11

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

DATE	APPROVED BY
		
		