



# Village of Clarendon Hills

## Weekly Manager Reports

**1/30/2026**

- 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 30, 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** – This past week, Staff met with Houseal Lavigne regarding the Downtown Visioning Project. A community open house is scheduled for February 5th, from 4:30 PM to 7:00 PM, at Community Presbyterian Church. The event will feature stations showcasing a wide variety of proposed concepts for the Downtown Study Area for residents to view.
- **Chamber of Commerce**- The all-member meeting was held this past week. The downtown retailers are interested in pursuing a low impact dining / shopping event with no road closures included. More to come.
- **Open Positions** – The Village is hiring for two Finance Department positions. Staff Accountant and Senior Accountant. Please visit the Village website for more details on how to apply.  
<https://www.clarendonhills.us/employment>
- **Village Insurance Renewal** – AVM Johnson and Finance staff met with representatives from IPBC, the Village's Health Insurance Cooperative, about renewals scheduled for July 1. Rates are expected to increase significantly.
- **Village Hall Railings** – AVM Johnson and Public Works staff met with Gordian Construction regarding bids for replacing the railings overlooking the courtyard on the east side of the Village Hall building.
- **Frozen Pipes**- Over the past few weeks, the fire department has responded to several homes and schools regarding burst water pipes. Please [follow this link](#) to learn how to prevent water pipes from freezing, and how to thaw them if they do freeze.

- **Local Businesses in the News**- This week, WGN came into town and showcased Tierra Distillery and Curated by Amy Scott. Please see the [Tik Tok video](#) created by Abby, our media intern.



## MEMORANDUM

**To:** Paul Dalen, Interim Village Manager  
**From:** Brendan McLaughlin, Public Works Director  
**Date:** January 30, 2026  
**Subject:** Weekly Report

1. Crews were in on Saturday night to salt. Additional crews were called in on Sunday morning for plowing.
2. Snow piles and parking stalls were addressed before dawn on Monday morning.
3. A water main break was repaired on Tuesday on Norfolk near Iroquois. Following the repair, crews worked to clear the ice formed from the water main break. This included multiple driveways and sidewalks as the water worked its way through the ditches and overland where some culverts were blocked.
4. A water main break occurred overnight on Tuesday into Wednesday. This water main was located in the rear yard between Mohawk and Iroquois. Again, crews worked on removing ice formed from the water main break.
5. Spoils from the water main breaks were hauled to the dump.
6. Thursday and Friday, crews worked to remove ice from the alley adjacent to Tierra Distillery.
7. Crews addressed more snow on Friday as lake effect snow reached further inland.
8. A small leak was discovered on a water main on Algonquin which was flowing directly to the ditch. JULIE locates and leak detection have been called out. As the leak is not large, a repair will be scheduled based on snow response. Repairs started Friday afternoon.
9. Third-party web-based software implementation progressed to conform to new JULIE laws requiring electronic responses once flags and paint have been placed.
10. We were notified that our water samples for the emergency well ran into a testing failure at the lab where their equipment failed. They are retesting new samples. This well is a back up in case the City of Chicago water supply goes down. The well water has not been used in our water system in the last 20 years. In the past all samples have come back good, but we still need to get test results to the IEPA to stay in conformance with monitoring requirements.
11. Equipment was prepared for meter reading on Sunday, February 1.
12. Truck and equipment preventative maintenance were completed.
13. Additional work included:
  - o JULIE locates
  - o Collecting water samples and transporting them to the lab
  - o Monthly EPA reports were completed
  - o Street sign fabrication and installation



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 30, 2026  
RE: Community Development Weekly Report

1. **ZBA/PC Meeting:** Staff has a regular ZBA/PC meeting set up for 2/5/2026.
2. **Code Enforcement:** The following code enforcement activities occurred this week:
  - 310 block of Ridge, Code Questions about a code requiring sidewalk shoveling, Code Questions were answered.
  - 240 block of Woodstock, Plumbing violation, Case has moved to Adjudication.
  - 270 N. block of Richmond, Fire inspection follow-up inspection, Notice was sent to the owner.
3. **Business Meeting:** Staff had a virtual meeting with a local downtown business that is considering an application for a TIF Grant.
4. **Staff talked:** Staff contacted two property owners on Park Avenue about maintaining snow removal.
5. **Variance:** Staff had a detailed call with a resident to explain the variance process for a front yard fence exceeding the allowed 3-foot in height.

**To:** Acting Village Manager Paul Dalen  
**From:** Chief Edward Leinweber  
**Date:** January 30, 2026  
**Subject:** Weekly Activity Report



**Recent Training, Meetings and Events:**

- Officer Calderon completed web-based training on Leadership: Organizational Risk Management and Performance Coaching: Building & Sustaining High Performance.
- Sworn staff received annual refresher training on juvenile law procedures.
- Department staff has received annual recertification training on bloodborne pathogens.
- Sergeant Firfrock completed weeklong Supervisor Leadership Institute training as part of the FBI-LEEDA Trilogy Series.
- Staff met with representatives from NEDFYS in preparation for the department's part-time social worker program, which begins Monday.
- I attended the Police Chiefs' Operations Subcommittee meeting hosted at Du-Comm.

**Recent incidents:**

January 23, 2:16pm, officers met with a resident at the station for a delayed theft report. The victim reported their engagement ring is missing and suspects it was taken from within the home. Further investigation is pending.

January 25, 8:52pm, officers responded to a residence for a domestic disturbance. Upon officers' arrival on scene, one of the parties involved was attempting to leave in their vehicle. The party driving the vehicle displayed indicia of alcohol intoxication and was subsequently taken into custody. They were transported to the station, charged with DUI and driving while license suspended and issued a mandatory court date. The vehicle was towed from the scene.

January 27, 3:39am, officers assisted Hinsdale PD with an in-progress burglary at a retail store on S Washington. CHPD aided in securing one of the suspects involved as well as conducting a search of the area. Three suspects were taken into custody with a fourth fleeing on foot. The fourth suspect was identified and taken into custody later in the day.

January 29, 10:17pm, management staff from a retail establishment on Holmes Ave called to report a delayed theft from the night before. Three unknown individuals were observed loading multiple bottles of alcoholic beverages into plastic tote bins before fleeing the store without paying. Management estimated the dollar amount stolen to be in excess of \$3000.00. Possible leads are being investigated.

**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 30, 2026  
**Subject:** Weekly Department Report



### Fire Prevention Bureau Activities:

- This week, we met with Image Trend on an LOI project that's moving forward.
- Abnormal Signal Dispatch report was reviewed on Monday. Several building owners were contacted to arrange service for their systems.
- One residential fire sprinkler system was inspected, and the new home is moving onto final inspections.
- One location had repairs made to the sprinkler system after a burst.
- Two District 181 schools suffered burst sprinkler pipes during the extreme cold temperatures.
- I met with a location that suffered a sprinkler burst due to a lack of insulation from building design.

### Quarter Master:

- Lt. Byers is now SCBA fit testing Police and Fire members as we continue this annual training.
- One new employee was outfitted with uniforms.
- Cleaning supplies ordered and received this week.
- Lt. Ladniak is working on a Small Tool grant and appears to be advancing through the process.

### Emergency Medical Services Report:

- Ambulance billing was performed this week.
- Minor EMS supplies were ordered on Thursday.
- EMS Coordinator Lox is working on system entry with various new hire candidates.

**Building Services:**

- Our Plymovent technician came out this week to make corrections to our vehicle ventilation system, so it works as designed.
- On Monday, I met with the vendor to fix the fire alarm at PD.

**Emergency Management Report:**

- DC Krupp is in the process of setting up another tabletop exercise coming soon.

**Command Staff Meetings:**

- On Wednesday, the command staff met to discuss several new items and updated the status of ongoing projects.

**Training:**

- 2026 SCBA Fit Testing is ongoing.
- FF/PM Penn and EMS Coordinator Lox spent a lot of time training a new Candidate.
- On Thursday, the Explorers group attended training on SCBA.
- Members continue to train in cold-weather operations.
- One member started the process of driving the ambulance.

**New Employees:**

- Four new employees are in various stages of the hiring process.
- One FF/PM Candidate started orientation shifts.
- One new application came this week, and a phone interview was conducted.

**Du-Comm Communications:**

- Nothing to report this week.

**Vehicle Maintenance:**

- L86 axels are on recall from the manufacturer. This would result in a recall for the 2002 Ladder we sold, not the 2024 Ladder.
- L86 went to the dealer for door sensor issues and was back the next day.
- The 2015 Chevy Tahoe went in on Monday and was fixed and back on Thursday.
- Members deep washer M86 and waxed unit.



ACS FINANCIAL SYSTEM  
01/30/2026 09:34:27

Check Register

VILLAGE OF CLARENDON HILLS  
GL050S-V08.23 COVERPAGE  
GL540R

Report Selection:

RUN GROUP... 020226 COMMENT... 02/02/2026 MANUAL CLAIMS

DATA-JE-ID DATA COMMENT

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M-02022026-920 02/02/2026 MANUAL CLAIMS

Run Instructions:

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

Check Register

BANK	VENDOR	CHECK#	DATE	AMOUNT
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BANK CLARENDON HILLS BANK

58954	MUNICIPAL CLERKS OF DUPA	66416	02/02/26	38.00
15258	COMCAST	100439	02/02/26	10.65
60720	NICOR GAS	100440	02/02/26	3,019.17
15277	COMED	100441	02/02/26	2,186.78

CLARENDON HILLS BANK	5,254.60	***
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ACS FINANCIAL SYSTEM  
01/30/2026 09:34:27

Check Register

VILLAGE OF CLARENDON HILLS  
GL540R-V08.23 PAGE 2

BANK	VENDOR	CHECK#	DATE	AMOUNT
REPORT TOTALS: 5,254.60				

RECORDS PRINTED - 000012

ACS FINANCIAL SYSTEM  
01/30/2026 09:34:27

Check Register

VILLAGE OF CLARENDON HILLS  
GL060S-V08.23 RECAPPAGE  
GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
01	GENERAL FUND	4,597.22
20	WATER FUND	657.38
TOTAL ALL FUNDS		5,254.60

BANK RECAP:

BANK	NAME	DISBURSEMENTS
	CLARENDON HILLS BANK	5,254.60
TOTAL ALL BANKS		5,254.60