

Weekly Status Report

Village Manager, Matt Harline

March 24, 2023

VILLAGE MANAGER'S MESSAGE (3/24/23)

Spring is here, or at least my calendar says so. Regardless of what the weather brings, the Village staff is making plans for a busy spring and summer season. Parks and Recreation is planning concerts in Cortesi Park in June and August (in cooperation with the VFW Post 2801), opening Jefferson Pool after Memorial Day, Villa Park Summer Festival, and lots of sporting events. Public Works is gearing up for sidewalk repairs in our 50/50 program. Community Development is scheduling the first staff meetings with Houseal Lavigne for the Comprehensive Plan. Look for more information in the next edition of Village Matters the thrice-yearly e-magazine that we send out to all residents signed up for it on www.invillapark.com/notifyme. You can also sign up for the Village's bi-weekly e-newsletter which includes the weekly reports at the same location.

The Villa Park Fire Department has been much on my mind these last few weeks. We are negotiating with IAFF Local 2392 for a new contract. It is a difficult time for the Fire Department faced with a number of recent retirements and a couple of injuries, the staff is stretched thin. They are also recruiting in an environment where there are fewer applicants, and so the laws of supply and demand are driving the recruiting wages up. Help is on the way. We have seven new recruits signed up to start a Villa Park training academy early next month. Thank you to Rae Rupp Srch, Al Bulthuis and Glenn Nystrom of the Police and Fire Commission for moving the applicants through quickly. I also took some time last Friday and spent five hours in the station and going on three calls with the paramedic/firefighters in Station 81. In that time, we took three calls, two medical and a gas leak. I also got a chance to try my hand at intubating a dummy and had a delicious lunch. I think we all hope to have negotiations completed early next month.

At the Board of Trustees Meeting on Monday, you will face a difficult choice about how to proceed with the Lions Park Community/Recreation Center. Some costs that had not been presented before will be added back into the mix – site preparation and basic landscaping. Earlier it had been decided to focus entirely on the building itself when making decisions about costs and revenues needed. With the cost of the building exceeding the \$17.4 million set aside from the sale of bonds and the grant from the State of Illinois of \$10,000,000. The explosion in the costs of structural materials will limit what we can afford, but with sober discussion and consideration we can afford to build a facility that will redefine our relationship with our residents.

Thursday night I attended the Intergovernmental Meeting with President Nick Cuzzone and Fire Chief Steve Stapleton, and we updated our surrounding governmental units on what is happening in Villa Park. We got to meet with County District II Commissioners Yeena Yoo and Paula Deacon Garcia as well as representatives from School Districts 45 and 88, Oakbrook Terrace, York Township and the Villa Park Library. I also had the opportunity to meet Brandon Kearns at Major-Prime Plastics where he is the plant manager and a Vice-President in the parent company Hoffman Transportation. This company nestled quietly next to the Canadian Pacific line off of Hill Street blends and ships ten truck loads of plastic pellets to manufacturers all over the world. Every one of these visits to Villa Park businesses impress me how diverse and strong our economic base is in Villa Park.

The Final Report is complete on the Employee Engagement Survey and it accompanies the email to the Trustees today. This report covers a lot of ground. The results are already being used to direct leadership decisions and further discussions. It will be shared with all the employees. I also met with department heads individually and as a group this week.

Matt Harline,
Village Manager



Upcoming Agenda Items:

Official Swearing in of Fire Chief Stapleton, Public Reception to meet the Chief 6:15p.m. in Village Hall

Update on Recreation Center

Resolution Approving the Purchase of a 2023 Western Star 47X Tandem-Axle Plow Truck

Resolution Authorizing Purchase of two 2023 Dodge Durango Pursuit Police Vehicles

Ordinance Amending Chapter 2 to Change the Name and Mission of the Cable TV Commission

Reappointment of Commissioners with expiring terms on 4/30/2023 who wish to serve an additional term (4/10/2023)

Other Items:

Coffee with the Board will be held on Saturday, April 1, 2023 at 9:00am in Village Hall.

To enroll in CodeRED please visit www.invillapark.com and click on the CodeRED icon on the left side of the home page to enroll and choose your alert options. There is also a free CodeRED Mobile Alert app available in the App Store and

Staff Meeting



Present:

Matt Harline, Village Manager
Suzanne McVey, Assistant Village Manager
Chief Steve Stapleton, Fire Dept.
Chief Mike Rivas, Police Dept
Greg Gola, Director of Parks, Rec & Fleet Dept.
Pat Burke, Director of Economic Dev. Dept.
Mike Guerra, Director of Public Works
Marc McLaughlin, Director of Comm. Dev. Dept
Chuck Howard, Director of Finance
Sandy Hill, Director of Library
Cheryl Wagner, Executive Assistant to Village Manager

Matt:

- Review past Board Meeting Agenda
- Review Future Agenda items, items regarding presentations for March 27.
- Agenda- Move up vehicle resolution for PD and add Specs to Agenda for PW vehicle resolution.
- Survey Report result almost finished
- Next Dept Head meeting with end at 11:30am, there is a software meeting— Department Heads can stay and join in.

Suzanne:

- Internship— Summer positions— need to follow-up with College websites.
- AFSCME Committee—pushed back, IMAP visit to April 19th.
- Donny working on Civic website updates, will get out info re individual pages and training to staff.
- Villa Park participation in IRMA events/Board meetings went from bottom to top 5 (92%). Rec'd a participation letter of congratulations.
- Discussions re: tuition reimbursement, step pay and other compensation issues.

Chuck:

- Audit re: Accrued payroll is finished. Accrued absences analysis is ongoing.
- Sikich software added re: Leases (needed for annual report)
- Discussions re: Grants for Audits
- Audit discussions re: Accumulation of new assets, depreciation and leases.

Steve:

- Grant email spreadsheet
- SAFER grant— complete, SAM-waiting on response

Sandy:

- Suzanne Aurora is new employee
- Library Board Meeting this week
- Trivia Night had large turn out with 53 people

Mike G:

- Lining work on Monterey continues, may delay due to weather prediction for Friday.
- Well10— fishing tool should be received today (3/21), 2 day process to reach bottom
- Proclamation re: Arbor Day upcoming
- Calls re: Scrapper Permits— just issued
- Weather app is notifying via text to check email but is working well
- Public Input Hearing 3/22 from 4-6pm at Iowa Center

Patrick:

- Check with Hawthorne re: Monday
- Major-Prime Plastic visit is tomorrow
- Meetings with Laura Schnettler, members—business retention
- TIF reports from Brian Baugh
- Village has no responsibility on bonds

Mike R:

- Information from Amore was forwarded to DuComm. (RR Safety Process).
- Discussion with ETSB about radio encryption; may interfere with communication with other departments.
- Discussions re: police vehicle purchase authorization, Indiana dealership is only one that has vehicles.
- Meeting with DuComm/ETSB about flash channel
- Preparation of area for ceiling repairs
- Out of the office next week.

Marc:

- Getting proposals re: Traffic study—KLOA
- Kick off with Houseal Lavigne the first weekend in April
- Building Code Adoption process started— notified State; possible COW—Permit Fees— April 10.
- Open House for Public on Building Codes after COW

Greg:

- VFW Summer concerts—VFW want to sell beer in cans discussion, discussion about mess and recycling
- Lufkin Park meeting Weds, Rec Center meeting with Williams on Thurs.
- Sugar Creek Golf Course will be open May 1. See photos.
- Remote commission meetings ended— (Board would need to approve)
- Discussions re: Rec Center, decisions for building, timing and Grants.
- Rec Commission discussion re: Rec meeting
- Williams—HVAC Bid Specs— April 10th Meeting

Assistant Village Manager

Assistant Village Manager, Suzanne McVey

March 24, 2023

- Assistant Village Manager McVey will return to the office next week but remains available by email and phone.
- IRMA IMAP Assessment has been rescheduled to April 19th. Parks and Recreation has scheduled upcoming Aquatics visit for Une.
- Conducted analysis of Public Works Streets and Forestry job descriptions ahead of next meeting of the classification committee.
- Completed review of 2022 Safety Resolution, safety day issuance, and safe driving awards to be issued to staff by end of the week.
- Processed workers compensation claims and general liability claims.
- Spring Sweep planning meeting occurred on March 23rd. Banners were ordered and received for promotions. Letters were mailed to area businesses to inform them of the spring sweep date and traffic pattern.
- Conducted analysis of DuPage County Patrol Officer and Sergeant pay and compensation.
- Evaluated the Illinois Paid Leave Act which was signed into law by Governor Pritzker and will go into effect on January 1, 2024.
- Conducted financial analysis related to IAFF collective bargaining proposals and attended meeting with the IAFF and Village personnel for negotiations.
- DuPage County remains at low for COVID transmission.
- Current Job Recruitments:
 - Seasonal Part-Time Facilities Crew
 - Public Works Summer Laborers
 - Engineering Internship
 - Civil Engineer (Full-Time)
 - Lifeguards & Mariners Swim Coach
 - Corporate Custodian (Full-Time)
 - Part-time Group Fitness Instructor
 - Part-time Police Officers and Firefighters
 - Public Works Utility Maintenance I
 - Summer Pool Operator/Attendant Summer Day Camp Staff
- Freedom of Information Act Requests Received from 3/10 to 3/23:
 - Community Development –6
 - Fire Department - 2
 - Managers Office -4
 - Police Department – 23
 - Public Works - 0

Total closed FOIA requests for 3/10 to 3/23: 45

Communications

Communications Specialist, Donny Pisano

March 24, 2023

Social Media:

Facebook posts this week:

- Electronic Recycling
- Controlled burn
- Meet Kelli
- Happy Anniversary Paul

Twitter/Instagram post this week:

- Meet Kelli
- Happy Anniversary Paul

Parks & Rec Facebook posts this week:

- Egg hunt
- Softball league
- Puppy class
- Magic class

Misc.

- Attended meeting with Rec staff at Iowa for Summer Festival
- Canva-continued women's history month graphics
- Worked with PD on Polar Plunge information
- Worked on graphic and TV implementation with IT
- Worked out logistics of job fair with recreation
- Worked and mailed spring sweep letters to businesses.
- Continued training on chatbot
- Gathered and communicated information of first draft of VM
- Responded and forwarded multiple customer complaint forms
- Attended VFW meeting with staff to discuss Fourth of July Parade
- Updated commission interior pages with calendar updates
- Designed three fourth of July t-shirt options

Finance

Finance Director, Chuck Howard

March 24, 2023

Cashier

- Processed various utility billing payments daily from the mail, drop box and over the counter due to the utility bills being due the 21st.
- Continued to process payments for utility taxes, places of eating tax remittances, special events, amusements events and various payments from PW, Police, Recreation and Fire departments.
- Processed the March 27th bill listing.
- Processed A/R billing.

Utility Billing

- Process final bills for residents moving out of the Village.
- Created water terminations list for PW.
- Assisted various residents regarding utility billing concerns.
- Completed all direct debit requests and ebill notifications.
- Added penalty billings.

Accountant

- Reconciled weekly Cash Receipts and Utility Billings.
- Attended zoom meeting with auditors for status update.
- Completed interest accrual and investment schedule for audit.
- Continue to work on audit items.

Finance Supervisor

- Reviewing liquor license background application, license application and ordinance to be revised.
- Processed one raffle application.
- Compiled all North Ave townhome meter readings for billing.
- Sent out vending and amusement device renewal letters and emails.
- Continued balancing the cash drawer to check for accuracy of money being posted to correct accounts.
- Processed two background liquor license applications.

Finance Director

- Participated in Sikich audit status call regarding 2022 audit required documents.
- Continued preparation of required audit schedules for Village Accrued Compensated Absences at year end 2022.
- Reviewed supporting documents for Manager settlement of 16 W. Kenilworth utility billing overcharges.
- Reviewed required documents for independent biennial actuarial review of Village OPEB liability.



Villa Park Police Dept.

Police Chief, Mike Rivas

March 24, 2023

DATE: March 16th, 2023 – March 22nd, 2023

STATISTICAL DATA		SPECIAL ATTENTION DETAILS
Total CAD tickets generated	341	HS/ Middle School and Grade School Presence
Officer generated traffic stops	44	Speeding Autos on Secondary Streets
Traffic Citations issued	13	Flock Camera Hits for Stolen Vehicles/Wanted
Traffic Warning Tickets issued	29	Pursuits and Stop Stick Deployment
Number of Bookings Processed	7	Catalytic Converter Thefts
DUI Arrests	0	Saturation Patrols
Admin. Tows Initiated	0	Domestic Violence
Local Adj./Village Ord.	0	Mental Illness Calls for Service
Parking citations issued	34	Motel 6
Compliance violations	1	Traffic Stops
Vehicles Booted	0	Restaurants and Bars
Vehicles Booted (YTD)	11	Retail Thefts

CURRENT INVESTIGATIONS

- Possession of Stolen Motor Vehicle/ Agg UJW and Fleeing and Eluding – Villa Park Officers pursued a stolen vehicle and took four juveniles into custody in possession of a firearm. Tests will be run on the firearm. The investigation is ongoing.
- Domestic Battery – Villa Park Officers responded to a man with a gun call in the 600 block of North Ardmore. The call ended up being a domestic battery case. The investigation is ongoing.
- Hit and Run- A Villa Park Officer took a report of a hit and run crash in the 400 block of West Elm. There is very little information to go on. The investigation is ongoing.
- Fleeing and Eluding- A Villa Park Officer attempted to stop a vehicle in the area of Ardmore and Highridge. The vehicle took off at a high rate of speed. The vehicle was later located unoccupied and towed. The investigation is ongoing.
- Burglary- Villa Park Officers are investigating the burglary at a business in the 100 block of North Ave. It appears nothing was taken at this time. The investigation is ongoing.
- Assault/ Threats- Villa Park Officers took a report where a female claimed her estranged husband threatened to harm her in the 200 block of Harrison. The investigation is ongoing.
- Stolen Property- Villa Park Officers took a report for found gun case in the 600 block of West Roy. The gun case was taken from a burglary in 2022. The investigation is ongoing.
- Armed Robbery- A resident was pistol whipped and robbed of personal belongings in the area of Ardmore and the Tracks. The investigation is ongoing.

ARRESTS

- Domestic Battery x 2
- Driving While License Suspended
- Retail Theft
- Burglary x 2
- In-Jurisdiction Warrant x 3

Please Note: "Reported Crimes-Press Report" and Citations/Arrests detail available upon request.

CRIME FREE HOUSING

- Nothing new to report

MEETINGS

- Department Head Meeting
- Meeting with Village Manager Harline
- July 4th Committee Meeting
- SALT Meeting
- Meet with ETSB PAC Member

OTHER ACTIVITIES

- Chief Rivas named to the Policy Advisory Committee of ETSB
- Chief Rivas named to the Exec Board of MERIT
- Warning Ticket Period Ends North Ave Frontage Road
- Proposal/ FAQs for a School Resource Officer for District 45
- Speed Study on Vermont



Villa Park Fire Dept.

Fire Chief, Steve Stapleton

March 24, 2023

Weeks of March 12—March 18

Incident Report- Fire and EMS calls by type of call

Incident Type	Total Incidents
Incident Type Category: 3 - Rescue & Emergency Medical Service Incident	
EMS call, excluding vehicle accident with injury	48
Motor vehicle accident with injuries	1
	Total: 49
Incident Type Category: 4 - Hazardous Condition (No Fire)	
Gas leak (natural gas or LPG)	1
Accident, potential accident, other	1
	Total: 2
Incident Type Category: 5 - Service Call	
Police matter	1
	Total: 1
Incident Type Category: 6 - Good Intent Call	
Good intent call, other	1
	Total: 1
Incident Type Category: 7 - False Alarm & False Call	
Sprinkler activation, no fire - unintentional	1
	Total: 1
	Total: 54

Mutual Aid Given Incident Report - Mutual aid responses by type of call.

Incident Type	Total Incidents
Incident Type Category: 7 - False Alarm & False Call	
Smoke detector activation, no fire - unintentional	1
	Total: 1
	Total: 1

Total EMS/Fire Calls: 55
 Total Mutual Aid Calls to Date: 64
 Total EMS/Fire Calls to Date: 640

Programs Offered This Week

Marvelous Mornings
Creative Science: Tornado!
Game Truck (2 sessions)
Crafternoons
Holiday Matinee
Bark for Books (6 sessions)
VPPL @ OBTPD Easter Egg-stravaganza
Rom-Com Readers Book Discussion

Upcoming Programs



Meetings and Training Sessions Attended

Library Department Heads
Village Department Heads
Rotary Club meeting
Circulation/Outreach Staff meeting
Staff In-Service Day Planning Committee
Meeting with Spoon Burger to plan logistics for the April Volunteer Fair
Library Board meeting

Library Services

- Trivia Night Fundraiser conducted by the Friends of the Villa Park Library and the Rotary Club of Villa Park; 63 in attendance
- Teen Craft Contest conducted through month of March
- *English as a Second Language* classes and English conversation sessions as well as computer classes taught by the People's Resource Center were hosted by the library.
- Children's activities led at the Latino Family Literacy Program at North School
- VPPL Mini-Library held at Jefferson Middle School
- Storytime conducted at Oakbrook Terrace Park District
- Book discussion group led by staff
- Book Reviews: 2 book reviews, one each from the Adult collection and Youth collection, written and posted
- 24 Hour Lockers: 68 patrons served
- Passport Application Service: 9 new passport applications processed

Trivia Night hosted by the Rotary Club and the Friends of the Villa Park Library, 3/16/23



In the works...

- Ongoing project of translation of policies and online catalog sections into Spanish
- Online catalog updated with the week's new items
- Preparation of materials for the Oakbrook Terrace Park District's Egg-Stravaganza program
- Planning and preparation for the April session of the Latino Family Literacy Program at North School
- Planning for the Braille collection
- Patron Registration Training for Public Services staff
- Editing procedures for the Giving Tree
- Weeding the Adult Fiction and Audiobook CD collections
- Reviewing and editing the call numbers of the Local History, Maya Angelou and test books collections
- Planning and preparation for Youth programming

Submitted by Sandra Hill, Library Director

Economic Development

New Business

Jay Loren Salon & Spa (335 S. Ardmore Avenue) opened March 13 in the former Icon space.



Business Retention

Village staff and Chamber staff visited the following businesses:

Hano Henry
Ardmore Florist
Go Git It Fitness
Helping Hands

Staff met March 22 with Major-Prime Plastics to better understand its operation.

Business Attraction

Staff met March 16 with a group that is looking to acquire a property in order to expand their business operation.

Participated in the department head staff meeting.

Participated in the Community & Economic Development Department meeting.

Met with Manager Harline.

Community Development

Community Development Director, Marc McLaughlin

March 24, 2023

Community Development Director Updates:

- Staff met with a property owner in the St Charles Corridor to discuss redevelopment opportunities.
- Staff met with a property owner in the North Ave Corridor to discuss redevelopment opportunities.
- Notification for the April 13, 2023 Planning and Zoning Commission has been sent to the newspaper. The hearing will be on Zoning Ordinance Text Amendments for minor clear-ups and clarifications on ADA code, fences and definitions.

	Mar 16, 2023 Mar 22, 2023	2023 YTD	Mar 16, 2022 Mar 22,	2022 YTD	2022 Totals
-					
Permits Issued	29	273	34	255	1980
Plan Reviews	7	111	6	53	321
Building Inspec-	49	416	56	429	2465
Follow-Up Inspec-	34	421	16	366	1860
Site Visits	31	224	11	513	1432
Property Main. Vio-	27	616	25	506	1793
Tickets Issued	16	126	12	66	457
Adjudication Cases	21	98	11	90	393
Liens Filed	0	20	0	54	168
C.O. Inspections	3	33	1	51	111
Vacant Property	3	15	0	9	84
Vacant Properties	0	3	0	4	17

Public Works

Director of Public Works, Michael Guerra

March 24, 2023

Public Works Highlights

- Efforts to retrieve the remaining portions of the pump and motor from Well #10 began this week as part of the well abandonment and decommission project (see photo). These efforts will continue until the pump and motor have been retrieved, or until the village receives concurrence from the DuPage County Health Department that the efforts that were undertaken were reasonably sufficient even if the pump and motor could not be successfully retrieved.
- This week the contractor continued installing new sanitary sewer services as a part of the Monterey Avenue Improvement Project. Installation of Cured-in-Place Pipe (CIPP) liner was also completed on the first of three sections of the 48" combination sewer this week. Next week, the contractor will focus their efforts on lining the remainder of the combination sewer, completing the installation of sanitary sewer services and storm connections, and constructing the proposed 24" storm sewer on Monterey Avenue north of Highland Avenue. The concrete subcontractor is tentatively scheduled to begin sidewalk and driveway removals next week as well. Affected residents will receive a notice prior to any removals.
- Public Works staff held the first of two planned public information meetings this week for the proposed Villa Avenue Improvement Project (Wildwood to North Avenue). The meeting was well attended, and staff received valuable input regarding possible project alternatives.
- Public Works crews continued tree removal efforts at Lions Park this week in preparation for the future construction of the Lions Park Community Recreation Center. The removal of trees that are in conflict with the future recreation center must take place now, in advance of the start of construction, to avoid potential adverse impacts to the endangered Northern Long Eared Bat.
- Preparations for the spring rain season are underway, including the review of staffing plans, inspection of lift stations, and ongoing street cleaning.



Public Infrastructure Projects

College Streets This large project has been placed on hold due to budget concerns. It was decided to separate North Wisconsin Avenue from the College Streets Project and complete that street as a separate project, as it does not include water main replacement. In addition, staff submitted two applications for CDBG grant funding for portions of the project to secure external grant funding and advance those portions of the project. See "**Michigan and Vermont**" below for more information on one of these two portions of the larger project.

Jackson Pond Construction of the new 72-inch diameter storm relief sewer as a part of the Jackson Pond Expansion Project is now complete. Earthwork will be the next effort to take place. Staff is working to coordinate the schedule for this work, which is tentatively expected to resume the first week of April. The next and final phase of this project, which staff is now referring to as the "Jackson Area Improvement Project", includes construction of new storm sewer mains on portions of Madison Street, Wisconsin Avenue, and Addison Avenue. This phase is currently under design. Staff has reviewed plans and specifications and provided review comments to the design engineering consultant and has also held several design progress meetings. Staff has also met with representatives of the Village of Lombard to discuss coordination of the project. This phase will be advertised for bidding when the design is complete. Bidding is currently expected to take place in the next few months.

Maple Area The construction contract for this project has been closed out. Staff is now in the process of finalizing the IEPA loan.

Michigan & Vermont The Michigan and Vermont Improvement Project comprises a smaller portion of the larger College Streets Project. This portion of the project area was split off because it qualified for and was officially awarded external CDBG grant funding for construction. Design of the project is now complete. The village has also received an approved water construction permit from the Illinois EPA. The formal grant agreement with DuPage County for funding for the construction of this project has been executed and a grant project kick-off meeting has also been held. Staff has held meetings with the engineering design consultant to discuss the bidding schedule and the review of bidding documents by DuPage County staff, as required by the grant funding. Bidding of the project is expected to move forward after that review process is completed.

Monterey This week the contractor continued installing new sanitary sewer services. Installation of Cured-in-Place Pipe (CIPP) liner was also completed on the first of three sections of the 48" combination sewer this week. Next week, the contractor will focus their efforts on lining the remainder of the combination sewer, completing the installation of sanitary sewer services and storm connections, and constructing the proposed 24" storm sewer on Monterey Avenue north of Highland Avenue. The concrete subcontractor is tentatively scheduled to begin sidewalk and driveway removals next week as well. Affected residents will receive a notice prior to any removals.

REBUILD Illinois These projects consist of the resurfacing of existing village asphalt streets using funds from the village's allocation of the state's REBUILD Illinois bond proceeds. The first of the village's two expected REBUILD Illinois projects is now complete. Staff is now working to complete scoping and design of the village's second and final REBUILD Illinois Project. Staff has held multiple meetings with the engineering design consultant to discuss those efforts.

St Charles Bridge Staff has received notice that final closeout of this project has been approved by IDOT. This project is now complete.

Public Works Weekly Statistics

	Week of 03/24/23	Month to Date
Overall		
Service requests	64	209
Streets		
Pothole patching	14	18
Tree trimming	0	1
Tree removal	1	1
Tree limb pickup	3	5
Utilities		
JULIE locates	28	149
Sewer services televised	0	4
Inlets / catch basins cleaned	0	0
Water shutoffs performed	0	18
Water meter repair/replacement		
$\frac{3}{4}$ "	17	50
1"	0	1
Large meters installed	0	2
In-house meter testing	0	28
Water valves exercised	35	43
Sewer televised (feet)	0 feet	200 feet

Parks & Recreation

Parks, Recreation and Fleet Services Director Greg Gola

March 24, 2023

Administration

- Attached you will find an Update on the Sugar Creek Golf Course Pond Restoration Project
- Rec staff met to discuss IRMA IMAP documents.
- Staff attended IRMA Hazard Communications Training.
- Parks & Rec staff scheduled Jefferson Pool walk-thru with IRMA rep for 7/11/2023.
- Staff met with 3D Design, DuPage County, and V3 Engineers, to discuss the Lufkin Park projects.
- Staff worked/met with contractors for fitness equipment.
- Staff attended Career Fairs at York High School on Wednesday, March 22 and at Willowbrook High School on Thursday, March 23.



Parks, Buildings & Grounds Division

- Staff continue working with Public Works to remove trees at Lions Park in preparation for the new recreation facility. Staff has reached out to those with Memorial Trees and Benches at the park. We will save and reinstall the benches and replant trees at the appropriate time. Staff will also be working to preserve trees within the proposed construction area that are not directly affected by the construction project, and new trees will be planted in the surrounding area upon the completion of the project.
- Staff work/repairs continue with, inspections, facility improvements, routine maintenance, electrical repairs, plumbing repairs, heating repairs, and daily/weekly disinfecting cleanings and organizing of equipment, vehicles, and facilities.
- Additional and more specific information available upon request.

Recreation Division

Athletics/Fitness/Aquatics

- Spring soccer registration increased to 141. We had 82 as of March 20, 2022. Spring Soccer practice is scheduled to begin the week of April 3.
- Lifeguard applications are slowing coming in and interviews are being scheduled.

Senior Program Updates

- Chair Fitness continues to have strong participation with 11 participants 3/15.
- Dining Destinations trip 3/19 took 11 participants to White Fence Farm in Romeoville.
- The S.A.L.T. (Seniors and Law Together) meeting 3/21 had 60 participants who enjoyed a catered box lunch from Hi-View and a presentation from Dr. Alexander Tauchen, an orthopedic surgeon out of Hinsdale Hospital.
- Let's Do Lunch Carryout 3/23 had 21 participants.

Seasonal Camp

- 2023 Spring Break Camp: Monday-Friday, March 27-31.
- Staff continues to recruit camp counselors.
- Activities: crafts, games, athletics and field trips to Jump Town in Addison
- 48 total registrations as of 3/21 (86 in 2022)

Special Events

- **NEW** Hunt for the Golden Egg, March 27-March 31 and Co-Sponsored by Villa Park Kiwanis
 - One golden egg will be hidden at each of the following parks each day. Find the egg and bring it to ICC for a prize
 - ICC playground
 - Prairie Path Playground
 - Lions Park
 - Rotary Park
 - North Terrace Park
 - Westmore Park
- Egg Hunt
 - Saturday, April 1 at Iowa Community Center
 - 77 registered (2022 - 48 registered)
- The DOG Gone Bunny Egg Hunt
 - Saturday, April 1 at Iowa Community Center
- Mom and Son Date Night
 - Friday, April 21 6:30-8:30 pm, at the Sugar Creek Golf Course
 - 55 participants enrolled (2019 – 21 registered)

Summer Camp

- Staff continues to recruit summer camp staff.
- Interviews being held and scheduled.

Support Staff and Misc. Updates

- Assisted customers, processed program registrations, building rental requests, and billing for installment payments. Worked on marketing, promotional items for the spring season and updated the building schedules. Additional information available upon request.

Fleet Services Division

- Preventative maintenance was performed on two vehicles.
- Repairs were made to hot box, a new battery fuel filter flame sensor and fuel tip were installed.
- Police car 189 was returned to service, a new exhaust convertor was installed.
- Set up of new deputy police chief car is ongoing.
- Work is being performed on Fire Engine 81, including an oil change, new brakes front and rear axles. Replacement of main pump drain, pump cooler, new driver's seat and several other items are being repaired while in the shop.