

# Weekly Status Report

VILLAGE MANAGER'S MESSAGE (November 1, 2024)

Halloween in Villa Park is a pretty big deal. As I drive through looking at Village projects I get to see the variety and complexity of the decorations. As I drove home from work last night, and then at my house I got to see the kids dressed up to trick-or-treat. On November 11 the Community F.U.N. Commission will be awarding the best household decorations they saw at our Board of Trustees Meeting. I look forward to seeing the photos.

One of my goals when I took this job was to make the Village of Villa Park an employer of preference. This would retain good employees and attract new ones. Assistant Village Manager (AVM) Suzanne McVey has been working on two key efforts to accomplish this. The first is her leadership on the Classification and Licensing Committee that the Village and the AF-SCME Local formed as per the last contract. After a lot of discussion, both formal and informal, a proposal will go before the members of Local 964. This will provide for greater upward mobility and reward the achievement of certain licenses that are valuable to the Village (e.g. CDL Class B license, or a Certified Playground Safety Inspector). She also worked with the Employee Appreciation Committee to create the Pumpkin carving contest that was won by the Public Works Department. A picture of the winning entry can be seen in their section of the Weekly Report. These improvements, both substantive and light-hearted, have helped create what I believe is a better workplace.

This week we saw an interruption in the Sidewalk Replacement program (the 50/50 Program) as the contractor, Strada Construction Company, had to return to an emergency at different worksite. Due to the additional money dedicated to the program by the Board of Trustees we were able to get nearly 100 households in the program this year. Strada started at the north end of town and is proceeding south. They have about a week's worth of work remaining, which they should accomplish in one week when they return to Villa Park. We expect them back next week (week of 11/4).

Two important pieces of information came from our partnership with the DuPage Sports Authority – part of the DuPage Convention and Visitors Bureau. Windy City Curling will be back in business with a Grand Reopening on Saturday, November 16, from 4:00 to 8:00 PM. We also learned that Willowbrook High School, fresh off their hosting of the Illinois State Flag Football Championships, might be part of the 30th annual Islamic Games. The organizers stressed that the focus of these events are on the participants, not large crowds of spectators, but it would mean many new visitors to Villa Park.

On Monday I missed the open session of the Board of Trustees' meeting because I was in front of the District 88 Board of Education to talk about a proposed IGA to limit the tuition payments to the amount predicted by SB Friedman. Along with AVM McVey, I met with the leadership of our unions to discuss and seek feedback on potential changes to our health insurance program. Both last week and this week I met with Finance Director Howard and other leadership to work toward completion of the budget. I also met with department heads alone and together at the weekly department head meeting.

**Matt Harline,**  
Village Manager



## UPCOMING ITEMS

Coffee with the Board—Sat. 11/2

9:00 a.m. Board Rm 2nd fl.

Committee of the Whole 11/11

Fire Department and ICC Renovations

Board of Trustees Agenda Items 11/11

- F.U.N. Presentation of Halloween Deco Award and Autumn Jubilee Summary
- Resolution Approving Change Order #1 with Martam for Iowa & Vermont Project
- Ordinance Authorizing Text Amendments to Appendix B of the Municipal Code
- Ordinance Authorizing the Issuance Not to Exceed \$1,600,000 General Obligation Limited Tax Bonds, Series 2024A
- First Read Ordinance levying Taxes for the fiscal year Commencing on the 1st day of January, 2024 and Ending on the 31st day of January, 2024.

Board of Trustees Agenda Items 11/25

- Promotion to Lieutenant of Dave Richardson—VFPD.
- Public Hearing on 2025 Budget
- First Reading of 2025 Budget
- Ordinance Authorizing the Sale of General Obligation Bonds (Alternate Revenue Source) for the Union Project.
- Classification and Licensing Agreement with AFSCME

### Other Items:

#### **Commission Vacancies:**

- Video Production Commission (1)
- Fire Pension Board (1)
- Community F.U.N Commission (1) junior commissioner opening (1)
- Senior Concerns Comm (1)

# Tues. 10/22/2024 Dept. Head Meeting



## Present:

Matt Harline, Village Manager  
Suzanne McVey, Asst. Village Manager  
Mike Rivas, Chief of Police  
Steve Stapleton, Chief of Fire Department  
Greg Gola, Director of Parks and Recreation  
Mike Guerra, Director of Public Works  
Chuck Howard, Director of Finance  
Marc McLaughlin, Director of Comm. & Econ. Dev.  
Sandy Hill, Library Director  
Cheryl Wagner, Executive Assistant to VMO

## Matt:

- Budget discussions, there will be adjustments, can be downloaded.
- Dept Heads to make changes and please email Patty, Suzanne and me.
- Discussed future agenda items, went over next 2 agendas.
- Discussion on Air bnbs, will be a future COW topic.
- Talk on October 29 about budget cuts.
- Need further details on IRMA Benchmark Training posted.
- Complaint made about construction at St. Charles (12am to 3am) on Oct 21st, Village not aware of any, response to resident from Manager.

## Steve:

- AED Policy & Training Updates needed (all buildings need training and VPRC need someone on staff with training at all times). State Law requirements discussed.
- Villa Avenue Costume Contest was great day.
- Administrative Assistant needed at Fire Dept.

## Greg:

- Found plaque by Rotary Clock
- Pool liner will be starting, finish in next 2 weeks
- Spray pad being shut down this week at Lufkin.
- Punchlist first for VPRC around December.
- SCGC meeting 10-22-24.

## Marc:

- Liquor licensing going out with new fee
- AAAA license could be \$2011.75 with increase
- Add Fee for Banquet License
- Discussion on Municode linking
- Procedures for Appendix B—working on amendments.

## Chuck:

- Audit—all items in to Lauterbach and Amen.
- Learning new things in finance.

## Mike R.:

- Their DuPage Chiefs MERIT add Sec'y of St. police
- SOS police assist with stolen vehicles, VINs
- MERIT Presentation to DMMC
- Retirement discussion
- IRMA— Meeting upcoming—remote not allowed.
- IRMA Benchmark discussion.

## Sandy:

- Employee started, another hopefully soon, one position left.
- Insurance issue with Argonne Lab weather station.
- Early voting going well
- Need to redo signage - sign-o-rama
- Signs for cameras and no 24 hr parking
- Modifications for conference rooms.

## Suzanne:

- Nov 22 flu shots and biometrics
- Heart scans for PD
- Allowing spouse to participate
- BS&A Discovery on Thursday
- Chili cookoff for Dec 11th.

## Mike G.:

- Stump grinding beginning
- Wisconsin Street repair— no parking for a week or two for the other side of the street
- Sidewalk 50/50 program underway
- New squad car in service.
- Water shut down—8am to 2pm 10-29. Notifications out.

## Cheryl:

- Trick or Trot—Special Event

# Tues. 10/29/2024 Dept. Head Meeting



## Present:

Matt Harline, Village Manager  
Suzanne McVey, Asst. Village Manager  
Dan McCann, Deputy Chief of Police  
Steve Stapleton, Chief of Fire Department  
Greg Gola, Director of Parks and Recreation  
Mike Guerra, Director of Public Works  
Chuck Howard, Director of Finance  
Marc McLaughlin, Director of Comm. & Econ. Dev.  
Sandy Hill, Library Director  
Cheryl Wagner, Executive Assistant to VMO

## Matt:

- Went over agenda from 10-28, and future agendas for 11/11 & 11/25
- Budget - Equipment \$2M
- Discussion on Cable room and equipment.
- Send a few bullet points weekly.
- Discussion about new positions, and budget work-sheets

## Steve:

- 4 Candidates are in the psychological phase of testing, potential start date in December and academy on Jan 6th.
- Inspection
- Powerpoint for ICC/Kluber plan for COW meeting

## Cheryl:

- Joyful Traditions Special Event
- Trick or Trot Special Event

## Mike G.:

- Jack notifying residents about delay in 50/50 program due to contractor pulled off site for short time.
- Wisconsin A-Lamp finish this week
- Bids to paint Tower are going out
- Sweepy is out sweeping until end of year.
- No snow fence at Jackson.
- North Avenue Town Home parking—not yet
- Scavenger licenses discussed.

## Suzanne:

- Biometric screening & flu shots offered as requested, she will put up flyer or QR code.
- Insurance renewal with Unions meeting
- AFSCME November 6 at noon Members meeting.
- Pumpkin contest—voting Wednesday.
- Tree situation on Illinois was denied, nothing further.

## Sandy:

- Argonne Labs in contract dispute—indemnification.
- Policies ready for Policy Committee meeting
- Early voting is heavy, 496 on 10-28. about 500 per day.
- Coffee truck will be in lot.

## Dan M.:

- Written Test for entry level and lateral PD applicants is 12/7 at Willowbrook High School

## Chuck:

- Audit is coming along— down from 44 items to one.
- Working on Tax Levy, caught up with Federal Taxes & IMRF
- All learning new things in Finance and pitching in.
- Researching Metra parking meter issue, 3rd party credit card processor

## Marc:

- Liquor Licenses out for 2025 renewals, 1 out, 1 paid.
- DC Kubish working on background checks
- Business License discovery to November 6th

## Greg:

- Recreational Center opening possibly Jan 3rd.
- NEDSRA event Friday Nov 1st from 6-9pm
- VFW—83 memorial bricks placed at Cortesi Memorial Park, discussion on Jan-May and Jun to Dec installations.
- Air conditioners will be coming out this week.

# Assistant Village Manager

Assistant Village Manager, Suzanne McVey

- Meeting was held with representatives of the bargaining units to discuss the 2025 health insurance renewal.
- The Employee Appreciation Workgroup coordinated the first annual Pumpkin Decorating contest. Photos can be found on facebook.
- First meeting was held related to the reopening of the AFSCME agreement following the recommendation from the Classification and Certification Committee.
- BS&A held the payroll database set-up meeting which reviewed the village paycodes. A second meeting is scheduled for November 1<sup>st</sup>.
- IT Manager Sawyer, Specialist Ruiz and I met with Civic Systems to discuss payroll support during the staffing transition.
- Processed workers' compensation and general liability claims.
- Attended kick-off call for Wellness IQ, the wellness benefits provider taking over for Virgin Pulse effective January 2025. Working on transferring data over and updating our employee roster ahead of the transfer.
- Attended training for Civic Agenda Meeting Manager + Minutes. Staff liaisons to commissions are interested in using portions of the software to draft meeting minutes to increase efficiencies.
- Assisted departments with various personnel issues.
- Processed employee and retiree benefit changes.
- Current Job Recruitments
  - Finance – Finance Supervisor (*Coming Soon*)
  - Fire – Administrative Assistant
  - Parks & Recreation – Dance Instructor
  - Parks & Recreation – Early Childhood Assistant
  - Police Department – Lateral Hire and Part Time Patrol Officers
  - Public Works – Maintenance I - Utility
- Freedom of Information Act Requests Received from 10/18 to 10/31:
  - Community Development – 8
  - Fire Department - 1
  - Managers Office/Finance -2
  - Police Department – 15
  - Public Works – 1
  - Parks and Recreation – 0
- Total closed FOIA requests 10/18 to 10/31: 20

## Week ending October 25, 2024

### Hardware-

Configured Chromebox at FD to display cameras.  
Installed additional network module in PW switch for additional ports.  
Installed Tmobile sim data card in fire vehicle to test service and coverage.

### Software-

Removed filemaker software from several computers at FD to install at PW.

### Miscellaneous-

Met with camera vendor to discuss options for pole or concealed cameras.  
Attended Timepro training with new Payroll employee.  
Scheduling Comcast and AT&T circuit installs at VPRC.  
Pulled wire for new camera to be installed at PW.

## Week ending November 1, 2024

### Hardware-

Configured Chromebox at FD to display cameras.  
Installed additional network module in PW switch for additional ports.  
Installed Tmobile sim data card in fire vehicle to test service and coverage.

### Software-

Removed filemaker software from several computers at FD to install at PW.  
Installed monthly updates and rebooted all servers.

### Miscellaneous-

Met with camera vendor to discuss options for pole or concealed cameras.  
Attended Timepro training with new Payroll employee.  
Scheduling Comcast and AT&T circuit installs at VPRC.  
Pulled wire for new camera to be installed at PW.  
Pulled four wires for staff relocation in PW.

## October 17-31

To access the Communications Report please click on the link below:

 [Communications Report 10.31.2024.docx](#)

## **Finance Specialist**

- Processed utility billing payments daily from the mail, drop box and over the counter
- Processed payments for utility taxes, places of eating tax remittances, licenses, special events, and various payments from PW, CED, Police, Parks & Recreation and Fire departments
- Processed the October 28th & November 4th bill listing
- Processed one lien release
- Sent out monthly A/R invoices
- Participated in BS&A UB discovery process
- Processed monthly BMO purchasing cards
- Installed new water cooler at Village Hall
- Sent out delinquent Places of Eating tax remittance letters
- Uploaded requested items for AP/AR/UB conversion to BS&A

## **Utility Billing Specialist**

- Processed final bills and credits for residents moving out of the Village
- Assisted residents regarding utility billing concerns
- Processed meter change outs and added smart points
- Processed changes to autopay and paperless billing
- Processed liens to be filed at DuPage County
- Processed water meter reads for bills being mailed out October 31st
- Participated in BS&A UB discovery process

## **Accountant**

- Continued balancing the cash drawer to check for accuracy of money being posted to correct accounts
- Reconciled weekly Cash Receipts and Utility Billings
- Working on open items for the audit
- Reported unclaimed checks to Illinois Unclaimed Property Department

## **Finance Supervisor**

- Vacant

## **Finance Director**

- Continued follow up on external auditor information requests in advance of financial audit publication
- Review of budget revenues for 2025 Budget document.
- Began preparation of 2024 Tax Levy documents and supporting schedules
- Review of supporting documents as preparation of issuance of 2024 A General Obligation Rollover Bonds
- Discussion with Garden Station Bond TIF Bond custodian regarding collateralization requirement



# Villa Park Police Dept.

Police Chief, Michael Rivas

DATE: October 24 - October 30, 2024

STATISTICAL DATA		SPECIAL ATTENTION DETAILS
Total CAD tickets generated	403	Strat's Over Crowding and Parking Concerns
Officer generated traffic stops	38	Traffic Calming near Schools
Traffic Citations issued	21	Burglary Crews
Traffic Warning Tickets issued	19	Halloween Patrol
Number of Bookings Processed	7	Special Events
DUI Arrests	1	Speeding Autos on Secondary Streets
Admin. Tows Initiated	3	Flock Camera Hits for Stolen Vehicles/Wanted
Village Ordinance	0	Saturation Patrols
Parking citations issued	48	Domestic Violence
Local Adj./ Compliance violations	5	Mental Illness Calls for Service
Vehicles Booted	0	Motel 6
Vehicles Booted (YTD)	4	Restaurants and Bars
Vehicles Booted Total	13	Retail Thefts

## CURRENT INVESTIGATIONS

- Motor Vehicle Theft – A Villa Park Officer took a report for a theft of a vehicle at Ovaltine. The investigation is ongoing.
- Domestic Battery – A Villa Park Officer took a report for domestic battery where a victim reported being battered in the 200 block of Division. The investigation is ongoing.
- Burglary– A Villa Park Officer took a report for burglary where a victim reported having their locker broken int at VASA. The investigation is ongoing.
- Suspicious Incident – A Villa Park Officer took a report for a suspicious incident where someone sent a message demanding money via text. The investigation is ongoing.
- Battery– A Villa Park Officer took a report for a battery in the 100 block of South Euclid. The investigation is ongoing.
- Theft – A Villa Park Officer took a report for a theft on James where packages were taken from a front porch. The investigation is ongoing.
- Retail Theft – A Villa Park Officer took a report where several items were taken off a display shelf in Target. The investigation is ongoing.

## ARRESTS

- Driving Under the Influence of Alcohol
- Driving While License is Suspended x 2
- Burglary/ Retail Theft x 2
- Violation of Pretrial Release
- In-Jurisdiction Warrant

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

## CRIME FREE HOUSING

- No report.

### MEETINGS

- Department Head Meeting
- Meeting with the Village Manager
- Village Board Meeting

### OTHER ACTIVITIES

- DuPage 100 Club Dinner
- Trick or Trot 5K
- DuPage Chief's General Meeting
- Trick or Treat Event in the Business District



Officers had a good time at the Trick or Treat event on Saturday in the business district.



# Villa Park Fire Dept.

Fire Chief, Steve Stapleton

## Weekly Report: October 13-26

**Incident Report- Fire and EMS calls by type of call**

Incident Type	Total Incidents
<b>Incident Type Category: 1 - Fire</b>	
Passenger vehicle fire	2
Outside rubbish, trash or waste fire	1
	<b>Total: 3</b>
<b>Incident Type Category: 3 - Rescue &amp; Emergency Medical Service Incident</b>	
EMS call, excluding vehicle accident with injury	91
Motor vehicle accident with injuries	4
	<b>Total: 95</b>
<b>Incident Type Category: 4 - Hazardous Condition (No Fire)</b>	
Gas leak (natural gas or LPG)	4
Arcing, shorted electrical equipment	1
	<b>Total: 5</b>
<b>Incident Type Category: 5 - Service Call</b>	
Lock-out	1
Police matter	1
Unauthorized burning	1
	<b>Total: 3</b>
<b>Incident Type Category: 6 - Good Intent Call</b>	
Good intent call, other	4
Smoke scare, odor of smoke	1
	<b>Total: 5</b>
<b>Incident Type Category: 7 - False Alarm &amp; False Call</b>	
Smoke detector activation due to malfunction	1
Alarm system sounded due to malfunction	2
Smoke detector activation, no fire - unintentional	4
Carbon monoxide detector activation, no CO	1
	<b>Total: 8</b>
	<b>Total: 119</b>

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

Incident Type	Total Incidents
<b>Incident Type Category: 1 - Fire</b>	
Building fire	2
	<b>Total: 2</b>
<b>Incident Type Category: 3 - Rescue &amp; Emergency Medical Service Incident</b>	
Medical assist, assist EMS crew	2
EMS call, excluding vehicle accident with injury	8
Rescue or EMS standby	1
	<b>Total: 11</b>
<b>Incident Type Category: 5 - Service Call</b>	
Cover assignment, standby, moveup	1
	<b>Total: 1</b>
<b>Incident Type Category: 6 - Good Intent Call</b>	
Dispatched and cancelled en route	8
	<b>Total: 8</b>
	<b>Total: 22</b>

Total EMS/Fire Calls: 141  
 Total Mutual Aid Calls to Date: 358  
 Total EMS/Fire Calls to Date: 2752

**Weekly Highlights.**

Our Fire Dept Pub Ed Division has been busy these past two weeks, we had a tour of our station and school visits. We held a “show and tell” at St. Paul Lutheran Day Care which the children enjoyed.



## Programs Offered through November 2

Babies and Books (2 sessions)  
Toddler Time (4 sessions)  
Preschool Storytime  
Ready for Reading  
Bark for Books  
Monster Mash!  
Marvelous Mornings  
Great Discussions 2024  
Grim Readers Film Discussion: Frankenstein

## Meetings and Training Sessions

Library Department Heads meeting  
Village Department Heads meeting  
Rotary Club meeting  
Kiwanis Club meeting  
Admin Staff meeting  
POMS meeting  
Policy discussion meeting  
PR meeting

## Library Services

- Online catalog and New Materials poster updated with the week's new items
- Class taught by People's Resource Center hosted by library: Intro to Computers
- Book Discussion: Two book discussions led by staff
- Grab & Go crafts given out at Halloween Happenings
- Display created: *Veteran's Day; November Movies*
- 24 Hour Lockers: 70 patrons served
- Passport Application Service: 13 new passport applications processed

## In the works...

- Take and make craft kits for adults planning and assembly
- Outreach van was dropped off at Highland Vans in Elk Grove Village for upfitting work, due to be complete by December 1
- Draft of the next issue of The Resource proofed by staff

**Submitted by Sandra Hill, Library Director**

**In the works...**

Interviews held for Youth Services Librarian

Spice Club kits assembled for pick-up

Adult Movie Bag subscription planning and preparation

Staff training on how to use the 3D printer and process orders

**Submitted by Sandra Hill, Library Director**

## Programs Offered in the Week of Nov 3–9

Babies and Books  
Toddler Time (4 sessions)  
Preschool Storytime  
Ready for Reading  
Firefly Family Theater: The Harvest Moon  
LEGO DUPLO Build + Play  
Fiber Arts Craft Circle

## Upcoming Programs



## Meetings and Training Sessions

Department Heads meeting  
Village Department Heads meeting  
Rotary Club meeting  
Kiwanis Club meeting  
Library Board meeting  
Recite Me training session  
Digital Library of Illinois: Overdrive meeting  
Spring 2025 Programming Guide CreativeBug webinar  
Thriller, Mystery & True Crime Booklist webinar  
Statewide Database Package Training for Public Libraries webinar  
Braille Collections meeting  
Dewey 600s funds meeting

## Library Services

- Online catalog and New Materials poster updated with the week's new items
- Classes taught by People's Resource Center hosted by library: *Intro to Computers*
- Teen Book Bag pick-up
- Adult Take and Make pick-up
- Book Discussion: *Frankenstein* book discussion led by staff
- Library staff assisted in staffing for early voting
- 24 Hour Lockers: 66 patrons served

# Community & Economic Development

Marc McLaughlin, Director of Community & Economic Development

## Community & Economic Development Director Updates:

- The Historic Preservation Commission has a meeting scheduled for Thursday November 7th at 7:30pm.
- Letters for liquor license renewals have been sent to all 2024 license holders.
- A Petition has been submitted for a Special Use at 420 W Stone Rd for a Building Services use in a C-3 zoning district.
- A Petition has been submitted for a Variation at 340 S Wisconsin Ave for a deck to be within the required front yard setback.

	Oct 17, 2024 Oct 23, 2024	2024 YTD	Oct 17, 2023 Oct 23, 2023	2023 YTD	2023 Totals
<b>Permits Issued</b>	43	1420	53	1436	1662
<b>Plan Reviews</b>	20	469	9	411	333
<b>Building Inspections</b>	61	1956	51	1933	2512
<b>Follow-Up Inspec-</b>	65	1938	41	1859	1829
<b>Site Visits</b>	13	734	28	1381	1434
<b>Property Main. Vio-</b>	29	1718	34	1760	1784
<b>Tickets Issued</b>	5	390	0	491	448
<b>Adjudication Cases</b>	26	329	22	476	393
<b>Liens Filed</b>	31	173	0	137	168
<b>C.O. Inspections</b>	0	124	2	91	111
<b>Vacant Property In-</b>	1	24	0	53	79
<b>Vacant Properties</b>	0	5	0	12	15

	<b>Oct 24, 2024 Oct 30, 2024</b>	<b>2024 YTD</b>	<b>Oct 24, 2023 Oct 30, 2023</b>	<b>2023 YTD</b>	<b>2023 Totals</b>
<b>Permits Issued</b>	<b>30</b>	<b>1450</b>	<b>36</b>	<b>1472</b>	<b>1662</b>
<b>Plan Reviews</b>	<b>15</b>	<b>484</b>	<b>7</b>	<b>418</b>	<b>333</b>
<b>Building Inspections</b>	<b>59</b>	<b>2015</b>	<b>43</b>	<b>1976</b>	<b>2512</b>
<b>Follow-Up Inspections</b>	<b>56</b>	<b>1994</b>	<b>43</b>	<b>1902</b>	<b>1829</b>
<b>Site Visits</b>	<b>12</b>	<b>746</b>	<b>202</b>	<b>1583</b>	<b>1434</b>
<b>Property Main. Violations</b>	<b>26</b>	<b>1744</b>	<b>19</b>	<b>1779</b>	<b>1784</b>
<b>Tickets Issued</b>	<b>4</b>	<b>394</b>	<b>14</b>	<b>505</b>	<b>448</b>
<b>Adjudication Cases</b>	<b>39</b>	<b>368</b>	<b>0</b>	<b>476</b>	<b>393</b>
<b>Liens Filed</b>	<b>0</b>	<b>173</b>	<b>0</b>	<b>137</b>	<b>168</b>
<b>C.O. Inspections</b>	<b>1</b>	<b>125</b>	<b>2</b>	<b>93</b>	<b>111</b>
<b>Vacant Property Inspections</b>	<b>1</b>	<b>25</b>	<b>0</b>	<b>53</b>	<b>79</b>
<b>Vacant Properties Registered</b>	<b>1</b>	<b>6</b>	<b>0</b>	<b>12</b>	<b>15</b>

# Public Works

Director of Public Works, Michael Guerra

## Public Works Highlights

**Public Works is thrilled to be the grand prize winner of the first annual Village Pumpkin Carving and Decorating Contest!!!! A tremendous “Thank You” goes out to Public Works team member Janelle Manzke, the creative mind behind this winning entry!!!!**

- Construction of new concrete curb and gutter, driveway aprons, and sidewalk on the west side of Wisconsin is now complete. Most asphalt driveway aprons on both sides of Wisconsin are also complete, with only a few still remaining. Milling and grading of the roadway and intersections is expected to begin on Monday, 11/04/2024, weather permitting. **To accommodate this work, there will be rolling closures of intersections next week. Weather permitting, Plymouth and Wisconsin will be closed on Monday, Sunset and Wisconsin on Tuesday, and Ridge and Wisconsin on Wednesday. If the weather delays work on one or more intersections then the actual days may change, but the order in which they are closed should remain the same. Daily detour routes will be posted for each closure. In addition to the intersection closures, the milling and grading operations will also impact motor vehicle traffic on Wisconsin between intersections. It is recommended that residents park on side streets outside of the construction area during the workday to avoid any potential delays in getting vehicles out of driveways.**
- Construction of the 2024 Sidewalk Program is ongoing. The work is being staged such that the new sidewalk is poured the workday following its removal, weather permitting. **Residents with sidewalk work taking place through their driveways will not have access to their driveways for a period of approximately one week. Those residents will be permitted to park on the street overnight in locations where parking is otherwise permitted.** The Police Department will be notified of the need for overnight parking at these locations and should accommodate residents accordingly. Sidewalk removal and replacement work is expected to take approximately one more week to complete. Any remaining restoration of parkways or driveways will follow as needed.
- Forestry Division staff performed parkway tree stump grinding this week. Most locations are now complete, and restoration efforts are now in progress.
- Public Works staff is researching options and pricing for the proposed purchase of a new aerial bucket truck.
- Planting of new parkway trees for the Iowa and Vermont Improvement Project was completed last week. The only remaining items are watering and punch list work.
- Public Works staff attended the DuPage River Salt Creek Workgroup General Membership Meeting this week.



## Public Infrastructure Projects

**College Streets** This large water main replacement and street improvement project is being split into smaller portions due to budget constraints. The village has been awarded CDBG grant funding for the construction of two of the smaller portions of the larger project. North Wisconsin Avenue has also been separated into its own project, as it does not include water main replacement. Updates on these smaller projects can be found under their respective sections in this report.

**Iowa & Vermont** Planting of new parkway trees was completed last week. The only remaining items are watering and punch list work.

**Jackson Pond** Staff is in the process of finalizing engineering plans for the Jackson Area Improvement portion of the project. Bidding is expected to take place this month. This last phase of the larger Jackson Pond Project includes construction of new relief storm sewer mains on portions of Madison Street, Wisconsin Avenue, and Addison Avenue, and includes extensions of the proposed storm sewers onto private properties in several locations.

**Sidewalk Program** Construction of the 2024 Sidewalk Program is ongoing. The work is being staged such that the new sidewalk is poured the workday following its removal, weather permitting. **Residents with sidewalk work taking place through their driveways will not have access to their driveways for a period of approximately one week. Those residents will be permitted to park on the street overnight in locations where parking is otherwise permitted.** The Police Department will be notified of the need for overnight parking at these locations and should accommodate residents accordingly. Sidewalk removal and replacement work is expected to take approximately one more week to complete. Any remaining restoration of parkways or driveways will follow as needed.

**Tri-Trail** Punch list work took place this past week. The planting of the remaining trees is still pending.

**Wisconsin** Construction of new concrete curb and gutter, driveway aprons, and sidewalk on the west side of Wisconsin is now complete. Most asphalt driveway aprons on both sides of Wisconsin are also complete, with only a few still remaining. Milling and grading of the roadway and intersections is expected to begin on Monday, 11/04/2024, weather permitting. **To accommodate this work, there will be rolling closures of intersections next week. Weather permitting, Plymouth and Wisconsin will be closed on Monday, Sunset and Wisconsin on Tuesday, and Ridge and Wisconsin on Wednesday. If the weather delays work on one or more intersections then the actual days may change, but the order in which they are closed should remain the same. Daily detour routes will be posted for each closure. In addition to the intersection closures, the milling and grading operations will also impact motor vehicle traffic on Wisconsin between intersections. It is recommended that residents park on side streets outside of the construction area during the workday to avoid any potential delays in getting vehicles out of driveways.**

## Fleet Maintenance

- Fire car C81 was sent to the dealer to have a new water pump installed under warranty.
- Police car 198 was sent to the dealer to have a new exhaust converter installed under warranty.
- Police car 136 is back from the dealer after having the transmission rebuilt, and a new rear axle replaced plus having three recalls done.
- Police car 185 was sent to the dealer for an overheating concern, a new coolant hose was installed under warranty.
- Public Works sweeper 77 was in the shop to charge the battery and repair a tire that had a nail in it. hazard warning lights were also fixed.
- Public works skid steer is in the shop and had two hydraulic hoses replaced.
- Police car 190 was in to have an oil change.
- Parks truck 255 was in to have new rear brake pads and rotors installed.
- Police car 197 was in the shop to repair a flat tire.
- Fire ambulance M82 was in the shop for an oil change.

## Operations Division Statistics

	Week of 11/01/2024	Month to Date
<b>Overall</b>		
Service requests	152	368
<b>Streets</b>		
Pothole patching	7	26
Tree trimming	4	34
Tree removal	2	18
Tree limb pickup	27	37
<b>Utilities</b>		
JULIE locates	62	215
Sewer services televised	0	3
Inlets / catch basins cleaned	25	42
Water shutoffs performed	4	19
Smart Points Installed	1	3
¾" iPERL Meters Installed	49	77
1" iPERL Meters Installed	1	3
Large meters installed	0	0
In-house meter testing	24	24
Water valves exercised	12	26
Sewer televised (feet)	0 feet	180 feet

# Parks & Recreation

Parks, Recreation and Fleet Services, Director Greg Gola

## Administration

- Staff attended the Board of Trustees meeting on 10/28.
- Staff met with Williams and WB Olsen to discuss the new Lions Rec Center construction progress and updates.
- Staff met with contractors for facility security systems, facility cleaning services, backflow device testing, and fire extinguisher certifications.
- Staff is attending, on Friday, the NEDSRA “Rise” annual event, recognizing all the NEDSRA participants.
- Staff attended the local government leadership academy.
- Staff met to discuss grant reporting and the closing out of the Lufkin Park grant project.

## Parks, Buildings & Grounds Division

- Staff completed the winterization of Village outdoor restroom buildings, drinking fountains, irrigation systems, and the splash pad. They are all shutdown for the season and will be turned back on about May 1 of 2025.
- Staff worked with residents to install two Memorial Trees, one near the Skate Park by the Iowa Community Center, and the other on the Prairie Path.
- Staff work/repairs continue with routine maintenance, landscaping, maintenance and repairs of Park facilities, sport field prep, HVAC repairs, plumbing repairs, electrical repairs, inspections, the annual November List, and daily/weekly disinfecting cleanings and organizing of equipment, vehicles, and facilities.

## Recreation Division

### Athletics & Fitness

- There are 190 registered in the Villa Park Youth Basketball League *Conquer the Court*, as of October 16, 2024 (117 in 2023), and will begin on Saturday November 16 at Willowbrook High School with a meet the coach day.
- Dates for the 2025 Spring Soccer season was released from the Mid Suburban Soccer League.
- Continued work to program and schedule for the VPRC.
- Two Interviews are set up for Fitness Instructors.

### Early Childhood

- Little Learners Club had 27 participants for the week of 10/29.

### Senior Program Updates

- Bus trip to Starved Rock 10/21-18 participants
- Let's Do Lunch Carryout 10/24-18 participants-Fitz's Irish Bulldog, Villa Park
- Mystery Trip 10/25-12 participants-Pilot Pete's, Schaumburg
- Senior free meals program 10/26-11 participants

### Family Events

- Scarecrow Decorating Contest co-sponsored by Villa Park Ace Hardware.
  - \$15 Kit should be picked up at the Iowa Community Center starting October 10.
  - 23 registered (14 total in 2023)
  - Judging will take place October 23-30, and the winner will be announced October 31.
  - Scarecrows displayed at their homes from October 23-30.
- Holiday Family Events
  - Holiday Train Ride
    - Saturday, December 7
    - Registration Deadline 11/13
    - 68 participants registered as of 10/29 (71 in 2023)

### Support Staff and Misc. Updates

- Assisted customers, processed program registrations, confirmed facility reservations
- Additional information available upon request.