

# Weekly Status Report

Village Manager, Matt Harline

November 18, 2022

## Village Manager's Message

VILLAGE MANAGER'S MESSAGE (11/18/22)

Since there won't be a Manager's Report next week, I want to start this report with reasons that I'm grateful to be working here in Villa Park as your Village Manager. First of all, I am grateful for the opportunity to be of service to any community. In particular, I am grateful that I have a tremendous staff that work with me from the department heads down to the part-time lifeguards. I'm grateful to work for seven (eight counting the Village Clerk) dedicated elected public servants, who focus on doing what they feel is best for the residents. Sometimes when you climb a mountain from different sides it looks very different from each starting point, but when we get to the summit, it looks the same to all of us. I'm grateful to work in a community where the citizens care as much as they do here - even when that caring is expressed in frustration or opposition. As I read recently in the book *The Four Agreements* (chosen by Police Chief, Mike Rivas for book club) I am to take none of this personally. The frustration is directed to the Village Manager, not me personally because the title has the power, and it is merely loaned to me.

This week the AFSCME contract was approved, signed and the retroactive pay was distributed in this week's payroll. Among the improvements to the contract were broader ranges for each grade on the pay scale and better longevity pay to match what the FOP received. I continue to work with staff to hone the annual budget for the Public Hearing on December 12 and presentation to the Board and public ten days prior. I helped Finance Director, Chuck Howard with the data needed for the lease-purchase agreement. Several members of the staff reviewed a customer request management solution that would help staff track requests from the public for service.

I thoroughly enjoyed Book Club this week. It has given staff from across departments a chance to interact and discuss ideas, not just the day-to-day tasks. I attended the DMMC breakfast with legislators and had a chance to chat with Diane Blair-Sherlock our member-elect of the Illinois House of Representatives, representing District 46 and Laura Ellman, State Senator from Illinois' 21st District. On Thursday night I attended the Intergovernmental Meeting at the new Early Childhood Center hosted by District 45. Before that meeting President Cuzzone, D45 School Board President Judy Degnan, D45 Superintendent, Tony Palmisano met over dinner and discussed past tensions and future cooperation. It was a very useful meeting. I also participated on a meeting with Public Works Director, Michael Guerra and representatives of CDM Smith to discuss doing a railroad grade-separation feasibility study.

I wish you, your friends, your family, and loved ones a very Happy Thanksgiving. While we have much yet to accomplish we also have much for which we should be grateful.

**Matt Harline,**  
Village Manager



### Upcoming Agenda Items:

- Award for SCADA upgrade
- Award Bid for replacement radios for remote lift & pump stations
- Sugar Creek Budget approvals
- Bierman Ave/Myrtle Ave Improvement Phase II Engineering—Strand
- Approval of Village Board Dates, COW dates, Holidays and Coffee with the Board Dates for 2023.
- Reappointments to Boards
- Approval of Minutes from Nov 14th & COW

### Other Items:

The Village offices will be closed on November 24th & 25th for the Thanksgiving Holidays.

Free Leaf pickup Oct. 24 to Dec 9, 2022

Joyful Traditions— Sat Dec 3, 2022 from 4:00 pm to 8:00 pm at the Rugaard Gazebo. Trolley rides, petting zoo, pony rides, food trucks, photos with Mickey Mouse, Santa and more family fun.

# Staff Meeting



## Present:

Matt Harline, Village Manager  
Suzanne McVey, Assistant Village Manager  
Interim 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  
Sandy Hill, Director of Library  
Cheryl Wagner, Executive Assistant to Village Manager  
Meeting held remotely via Teams.

Extensive discussions:

Budget presentations, Budgets & Agendas

## Matt:

- Bond hearing, upcoming Agenda, budgets, and budget presentations discussed, adoption of budget date.
- AFSCME Agreement and Side letter passed
- LRS— 5-year extension, problems can be resolved. Will be doing quarterly updates. We had two public comments, both pro LRS.
- Passed items: Ambulance rates, all four text amendments, 530 Park, Vermont, and 3D Design approval.
- Talk with Donny re: P & Z Video posting
- Developments with Metra
- Discussions re: some Commissions broadcasting
- Discussion re: Rec Center
- Final budget meetings with Dept Heads 1st week in Dec.
- Adjudication lawyer was decided upon, offer went out
- Discussion re: supply chain issues & etc.

## Suzanne:

- Report on Sound Board issues.
- Public Hearing JRB, Radio replacement, R & R separations
- Contracts, documents,
- Open enrollment starts
- Claims for year analysis, end of year safety analysis.
- Changes in contract hours from 75 to 80; plan to implement change slowly
- Joyful traditions applications and road closure discussions
- Sexual Harassment Training will take place end of Dec 2022. Elected officials and commissioners need to watch video series as well.
- Time and Attendance, PTO & OT discussions.

## Marc:

- Discussions re: property and funding
- Rapping up the text amendments, MX are next
- Planner position, 9 phone interviews— 5 are complete; in-person interviews are set for the week after Thanksgiving. Have 2 set so far.
- Permit Tech opening is posted, 2 applications so far.

## Mike R.:

- CESSA Act starts Jan 1st.
- Mental Health Crisis stats not ready.
- Batteries replaced in police cameras
- License plate readers are working
- NCAAP promotes police & school relationships
- Book club reminder—Friday.

## Steve:

- Ambulance rates discussion
- 36 applicants will take test at library

## Greg:

- Metra station issues include heaters and when to lock the vestibule on the west side.
- Discussions re upcoming Lufkin construction meeting.
- Discussions re: all inclusive playground, status meeting needed.
- Discussion re: Midwest Environmental re: CRB work
- Discussions re: insurance in contracts
- Asbestos Abatement discussions
- Joyful Traditions— Central Ave will be closed, Park will be open
- Trees are being set up.

## Mike G.:

- LRS— monthly report suggestion
- North Avenue discussions re: signs, Ordinance drafted.
- Water shutdown on Monterey

## Patrick:

- Discussions re: Affordable Senior Housing
- Bi-weekly meeting re: ongoing construction
- TIF discussions
- Environmental Development Concerns meets Weds at 5:30pm

## Sandy:

- Library Board will meet Monday to go over policies
- Due to various illnesses the Library's Service Desk coverage is having issues.
- Discussions re: TIF and accounting discussions

# Assistant Village Manager

Assistant Village Manager, Suzanne McVey

November 18, 2022

- Health insurance open enrollment is scheduled to begin on Wednesday November 30<sup>th</sup> and will run for 3 weeks. Notification letters are being sent to retirees currently covered by village insurance plans.
- Annual mandatory Sexual Harassment Prevention Training notice was drafted to be sent out to the Board and Commissioners. Training by employees, board members, and commissioners must be completed by the end of the calendar year.
- DuPage County was listed in low transmission levels for COVID-19. The CDC is anticipating higher than average flu and viral illnesses this winter season. We are taking the opportunity to remind staff and department heads of practical prevention measures.
- Conducted annual Federal Motor Carrier Safety Administration Drug and Alcohol Clearinghouse limited queries for CDL drivers.
- Met with collective bargaining unit to review retro pay ahead of contract implementation.
- Worked with Payroll Specialist on updating union employee retro payments in anticipation of final contract approval by the board and payroll on November 18<sup>th</sup>.
- Assisted with various personnel matters.
- Held kick off meeting Working with Communication Specialist and IT Manager on planning for website redesign process.
- Processed general liability and workers compensation claims.
- Attended SeeClickFix Customer Service software meeting.
- Current Special Event Applications:
  - Joyful Traditions: Saturday December 3<sup>rd</sup>
- Current Job Recruitments:
  - Fire Chief
  - Community Development Permit Technician
  - Community Development Planner (in interviews)
  - PublicWorks Civil Engineer
  - Parks Building Supervisor (maintenance)
  - Part-time Group Fitness Instructor
  - Part-time Police Officers and Firefighters
- Freedom of Information Act Requests Received from 11/11 to 11/17:
  - Community Development –2
  - Fire Department - 0
  - Managers Office -2
  - Police Department – 10
  - Public Works - 0

Total closed FOIA requests for 11/11 to 11/17: 10

# Communications

Communications Specialist, Donny Pisano

November 18, 2022

## Social Media:

### Facebook posts this week:

- Board meeting
- Weather
- Thanksgiving food drive
- Water main alert
- Code red sign up
- Leaf pick up

### Instagram post:

- Leaf Pick up

### Twitter post

- Board meeting
- Water main alert

### Parks & Rec Facebook posts this week:

- Fall camp
- Nerf camp
- Tie dye
- Joyful traditions
- Fall detailed camp

Village of Villa Park, Illinois, Government  
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Winter is here! Make sure you are prepared by signing up for our CodeRed emergency alert notifications.

What is CodeRED?

The CodeRED Emergency Notification System is a fast communication service allowing the Village of Villa Park to notify citizens of an emergency situation. This service is free to all Villa Park residents and businesses located within our incorporated limits... See more

**CodeRED**

**TEXT "VILLAPARK"**  
to 99411 to  
enroll in CodeRED  
public safety alerts

Get more messages for Village of Villa Park, Illinois, Government  
You can add a Messenger button to your post to get more messages for Village of Villa Park, Illinois, Government.

# Finance

Finance Director, Chuck Howard

November 18, 2022

## Finance Department

### Cashier

- Processed utility billing payments daily from the mail, drop box and over the counter.
- 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 November 21<sup>st</sup> bill listing.

### Utility Billing

- Process final bills for residents moving out of the Village.
- Processed several meter changeouts and smartpoints.
- Processed meter reads for bills being mailed out November 30<sup>th</sup>.

### Payroll

- Updated payroll detail records based AFSCME contract approval.
- Assisted in budget preparation details.

### Accountant

- Reconciled weekly Cash Receipts and Utility Billings.
- Attended two day seminar "Intermediate Governmental Accounting" with IGFOA.
- Provided information to the Village staff as needed.
- Working on various accounts analysis and reconciliations.

### Finance Supervisor

- Continued balancing the cash drawer to check for accuracy of money being posted to correct accounts.
- Entered all final budget numbers into main spreadsheet to be posted November 21<sup>st</sup>.
- Continue to compile narrative sections of the budget and balance of summary reports
- Attended Liquor Commission meeting.
- Processing liquor licenses for 2023.

### Finance Director

- Reviewed weekly Bill Listing for Village Board.
- Spoke with Bond consultants regarding financing options for Lions Rec Center Funding shortfall
- Conferred with BMO Bank Public Finance Group regarding lease arrangement for Vehicle Leases in 2023



# Villa Park Police Dept.

Police Chief, Mike Rivas

November 18, 2022

DATE: November 10, 2022 – November 16, 2022

STATISTICAL DATA		SPECIAL ATTENTION DETAILS
Total CAD tickets generated	366	HS/ Middle School and Grade School Presence
Officer generated traffic stops	33	Flock Camera Hits for Stolen Vehicles/Wanted Persons
Traffic Citations issued	12	Pursuits and Stop Stick Deployment
Traffic Warning Tickets issued	21	Catalytic Converter Thefts
Number of Bookings Processed	6	Domestic Violence
DUI Arrests	1	Mental Illness Calls for Service
Admin. Tows Initiated	2	DUIs
Local Adj./Village Ord.	2	Motel 6
Parking citations issued	37	Stone/Michigan/ Ridge/Iowa Parking Enforcement
Compliance violations	0	Restaurants and Bars
Vehicles Booted	0	
Vehicles Booted (YTD)	12	

## CURRENT INVESTIGATIONS

- Criminal Damage to Vehicles- Business owner on the 800 Block of W North Ave reported that sometime during overnight hours an unknown subject damaged 2 cars on their lot. One vehicle had the windshield broken and the other vehicle had the driver's side mirror broken. Investigation is ongoing.
- Retail Theft- A subject ate lunch at More Brewery and after paying the bill for his lunch, he walked over to a display area, picked up and concealed a four pack of beer in his jacket, and proceeded to leave without paying. The investigation is ongoing.
- Suspicious Incident- A homeowner called to report that an Uber driver stopped in front of his home and dropped a bag of unknown items in his yard. Sometime later an Uber driver called the homeowner to claim he was robbed in the area. The investigation is ongoing.
- Retail Theft- The 7-11 on Addison Road reported a retail theft involving a male subject who stole liquor. The incident was captured on the store's camera. The investigation is ongoing to identify the subject.
- Threat/Assault- A subject that had recently purchased a vehicle began having issues with it. The subject wished to return the vehicle for a refund. The vehicle seller refused to take the car back and threatened the purchaser. The investigation is ongoing.
- A store manager reported that a subject had been making regular purchases with fraudulent credit cards and coming to the store a short time later to pick up the merchandise. The subject has been doing this for several months at stores throughout the Chicago area, but most frequently in Villa Park. The investigation is ongoing.

## ARRESTS

- No Valid License/Permit / Operating Motor Vehicle While Using Electronic Communication Device
- Failure to Yield at Yield Intersection / Driving Too Fast for Conditions or Failure to Reduce Speed to Avoid and Accident / Operating Uninsured Motor Vehicle / No Valid License/Permit
- Domestic Battery – Which Causes Bodily Harm / Domestic Battery – Make Physical Contact / Interfering with the Reporting of Domestic Violence
- Aggravated Battery – Specific Persons / Domestic Battery – Make Physical Contact / Domestic Battery – Which Causes Bodily Harm / Resisting or Obstructing a Police Officer / Interfering with the Reporting of Domestic Violence
- In-Jurisdiction Warrant
- Felony Retail Theft

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

## • CRIME FREE HOUSING

- Nothing new to report.

### MEETINGS

- Department Head Meeting
- DuPage Chief's Exec Board
- IRMA Steering Committee Mtg.
- Northern Chiefs Meeting
- NAACP Meeting on Transformative Justice

### OTHER ACTIVITIES

- VFW Veteran's Day Ceremony
- Chief Attended Trinity Lutheran Service for Vets



# Villa Park Fire Dept.

Interim Fire Chief, Steve Stapleton

November 18, 2022

## November 6—12

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

Incident Type	Total Incidents
<b>Incident Type Category: 1 - Fire</b>	
Outside rubbish fire, other	1
Dumpster or other outside trash receptacle fire	1
	<b>Total: 2</b>
<b>Incident Type Category: 3 - Rescue &amp; Emergency Medical Service Incident</b>	
EMS call, excluding vehicle accident with injury	49
Extrication of victim(s) from building/structure	1
	<b>Total: 50</b>
<b>Incident Type Category: 4 - Hazardous Condition (No Fire)</b>	
Carbon monoxide incident	1
Power line down	1
	<b>Total: 2</b>
<b>Incident Type Category: 6 - Good Intent Call</b>	
Good intent call, other	4
	<b>Total: 4</b>
<b>Incident Type Category: 7 - False Alarm &amp; False Call</b>	
Sprinkler activation, no fire - unintentional	1
	<b>Total: 1</b>
	<b>Total: 59</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	1
	<b>Total: 1</b>
<b>Incident Type Category: 3 - Rescue &amp; Emergency Medical Service Incident</b>	
EMS call, excluding vehicle accident with injury	2
Motor vehicle accident with injuries	1
Rescue or EMS standby	3
	<b>Total: 6</b>
<b>Incident Type Category: 6 - Good Intent Call</b>	
Dispatched and cancelled en route	2
	<b>Total: 2</b>
	<b>Total: 9</b>

Total EMS/Fire Calls: 68  
 Total EMS/Fire Calls to Date: 2688

# Public Library

Library Director, Sandy Hill

November 18, 2022

## Programs Offered This Week at the Library

Babies & Books (two sessions)  
Toddler Time (two sessions)  
Preschool Storytime  
Ready for Reading  
Crafternoons  
LEGO DUPLO Build + Play  
Holiday Entertaining  
Books Worth Talking About  
RomCom Book Discussion  
Understanding Cable Options and Reducing Robocalls  
Nothing but the Facts: Oak Flat – A Fight for Sacred Land in the American West  
Illinois Libraries Present: A Conversation with Caitlin Doughty

## Upcoming Programs

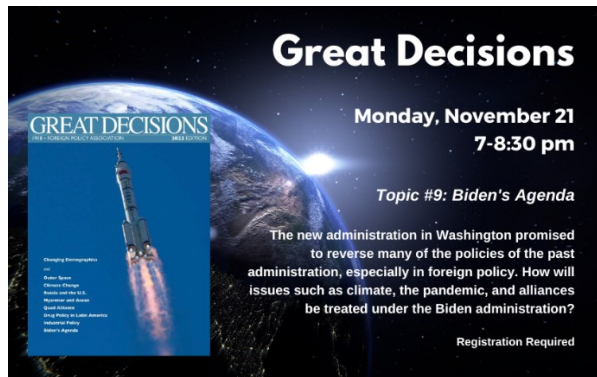


**Sensory Storytime**

Wednesday, November 23  
11-11:30 am  
All ages with adult; siblings welcome

This program is designed for children with special needs and varied learning levels and abilities. We will engage the senses through stories, music, activities, and movement, as well as social interaction.

Registration Required



**Great Decisions**

Monday, November 21  
7-8:30 pm

Topic #9: Biden's Agenda

The new administration in Washington promised to reverse many of the policies of the past administration, especially in foreign policy. How will issues such as climate, the pandemic, and alliances be treated under the Biden administration?

Registration Required

## Meetings and Webinars/Training Sessions Attended

- Library Department Heads meeting
- Village Department Heads meeting
- Policy Committee meeting
- Rotary Club meeting
- Kiwanis Club meeting
- Lions Club meeting
- TikTok Team meeting
- Policy Committee meeting

## Library Services

- Two new databases available to patrons in the library and remotely: Chicago Tribune (1985–present) and Gale Legal-Forms–Illinois
- The library is serving as a collection point for *Toys for Tots* donations through mid-December.
- Teen Writing Contest: Short Stories! Contest for grades 6–12 throughout the month of November; submissions accepted through November 30.
- *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.
- Spice Club pickup for November: November 14-19
- VPPL Mini-Library conducted at Jefferson Middle School
- Two book discussions for patrons led by library staff
- Storytimes held at Kiddie Academy in Oakbrook Terrace
- Book Reviews: three; one each from the Adult, Teen, and Youth collections written and posted to the library's social media
- Homebound Delivery Service: 2 items delivered
- Educator Bag created and delivered: York Center (11 items)
- Passport Application Service: 7 new passport applications processed
- 24 Hour Lockers: 70 patrons served

## In the works...

- Ongoing project of translation of policies and online catalog sections into Spanish
- Development of the next Strategic Plan initiated by the Library Board
- Draft of *The Resource*, January-April 2023 edition, sent to printer
- Program planning for the Winter Reading Program and for Spring 2023
- Preparation for the upcoming St. Nick's Mart hosted by the Friends of the Villa Park Library
- Preparation of a Holiday 2022 gift guide for patrons with staff recommendations for books, movies, CDs, video games, and more
- Science Fiction collection and Youth Spanish Language collection weeded
- Giving Tree procedures revised to match current and best practices

**Submitted by Sandra Hill, Library Director**

# Economic Development

Economic Development Director, Patrick Burke

November 18, 2022

## **Garden Station** (southeast corner of Ardmore & Vermont)

Staff met virtually with Hawthorne Development November 16. Hawthorne was to meet with its general contractor November 16 in order to finalize a construction schedule for the building and set a date for the commencement of excavation.

## **Business Attraction**

Staff met November 14 with a group interested in identifying locations for multi-family housing opportunities.

Staff discussed possible locations with a representative of a developer for a drive thru restaurant on North Avenue.

## **Planner Position**

Staff continued the first round of interviews. Five candidates were interviewed this week.

## **Economic Development Commission**

The commission met November 16. It discussed the commission's budget, the Village's incentive programs, hosting a meeting for Villa Park businesses, and the list it has compiled for business retention visits.

## **ICMA Webinar**

Staff listened November 17 to a webinar hosted by ICMA.

## **Business Retention**

Certificates of occupancy were delivered November 11 to RPOS Repair Depot (645 S. Rt. 83) and Sunshine Villa Park (383 E. North Ave.).

Attended the COW and Village Board meetings.

Participated in the department head staff meeting.

# Community Development

Community Development Director, Marc McLaughlin

November 18, 2022

## CD Department Weekly Updates – November 10, 2022 to November 16, 2022.

- A permit for Arrow Trucking was issued for the foundation and underground utilities only. A petition for Annexation of a portion of the site has not been submitted yet.
- Casey's construction continues to move at a consistent pace. Footing inspections have passed.
- The Planning and Zoning Commission had one agenda item for the November 10, 2022, meeting, an amendment to a PUD for an Electronic Message Display Panel sign at Jackson School. The petition was recommended for approval 6-1.
- Phone interviews for the Planner position are complete. We have offered in-person interviews to 4 candidates.
- The Permit Tech position has been posted internally and now externally. I have received 3 applications so far.
- With the approval of the Article 6 text amendments, 9 permit applications are eligible for issuance now.
- I will be out of the office Wednesday November 23, 2022.

	Nov10 to Nov 16, 2022	2022 YTD	Nov 10 to Nov 16, 2021	2021 YTD
-				
<b>Permits Issued</b>	38	1891	35	1911
<b>Plan Reviews</b>	9	293	5	310
<b>Building Inspections</b>	41	2187	54	1995
<b>Follow-Up Inspections</b>	28	1764	45	2115
<b>Site Visits</b>	16	1360	92	1100
<b>Property Main. Violations</b>	21	1705	37	2045
<b>Tickets Issued</b>	11	435	21	430
<b>Adjudication Cases</b>	6	348	0	461
<b>Liens Filed</b>	0	166	0	113
<b>C.O. Inspections</b>	2	106	6	93
<b>Vacant Property Inspections</b>	0	75	12	38
<b>Vacant Properties Registered</b>	0	15	0	10

# Public Works

Public Works Director, Michael Guerra

November 18, 2022

## Public Works Highlights

Full construction operations began this week as a part of the Jackson Pond Expansion Project, following the completion of the installation of construction fence and delivery of equipment and materials to the site. Construction of the new relief storm sewer is now underway. The new 72-inch diameter storm sewer (see photo at right for scale) will eventually connect to existing and proposed relief storm sewers upstream of the Jackson Pond flood control facility. When the project is fully complete, the new flood control system will protect more than fifty village homes from flooding in a 100-year storm event.



Completion of final structure adjustments took place this week as a part of the first of the village's two expected REBUILD Illinois projects. Final asphalt surface paving is expected to be completed next week before the Thanksgiving holiday.

This week the contractor made the connection of the new 8-inch water main at Highland Avenue and Riverside Drive and installed new water main in steel casing pipe under existing sewers at the intersection of Highland and Riverside as a part of the Monterey Avenue Improvement Project (Washington to Park). Installation of new sanitary sewer services and new water services is also in progress. Next week, with the holiday approaching, the contractor plans to confine their work to the intersection of Highland and Riverside and continue installation of storm structures. Thanksgiving Wednesday is also expected to be devoted to cleaning up and securing the site in preparation for the Thanksgiving holiday weekend.

Free fall leaf pickup is ongoing and will continue through 12/09/2022. Leaves must be in a paper bag in order to qualify for the free pickup. Additionally, crews have been out in both street sweepers to be more efficient in leaf removal from the streets.

## 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** Full construction operations began this week as a part of the Jackson Pond Expansion Project, following the completion of the installation of construction fence and delivery of equipment and materials to the site. Construction of the new relief storm sewer is now underway. Staff has also held a pre-construction meeting with staff from School District 45 and School District 88 to discuss the project and answer questions. 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 is in the process of reviewing plans and specifications and has held several design progress meetings. This phase will be advertised for bidding when design is complete. Bidding is currently expected to take place in late 2022 or early 2023.

**Maple Area** The only remaining efforts at this point are the completion of punch list items. That punch list work is currently in progress.

**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 from DuPage County for funding for the construction of this project is currently in the process of being executed. The project is expected to be advertised for bidding after the agreement is fully executed and DuPage County staff reviews and approves the draft bidding documents. The project is expected to go to construction in spring of 2023.

**Monterey** This week the contractor made the connection of the new 8-inch water main at Highland Avenue and Riverside Drive and installed new water main in steel casing pipe under existing sewers at the intersection of Highland and Riverside. Installation of new sanitary sewer services and new water services is also in progress. Next week, with the holiday approaching, the contractor plans to confine their work to the intersection of Highland and Riverside and continue installation of storm structures. Thanksgiving Wednesday is also expected to be devoted to cleaning up and securing the site in preparation for the Thanksgiving holiday weekend. sewer.

**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. Construction of the first of the village’s two expected REBUILD Illinois projects continued this week. Completion of final structure adjustments took place this week. Final asphalt surface paving is expected to be completed next week before the Thanksgiving holiday. This first project includes resurfacing of West Division Street from Westmore Avenue to Addison Road; West Elm Street from Westmore Avenue to Addison Road, and North Wisconsin Avenue from St. Charles Road to Division Street.

**St Charles Bridge** Construction is complete. Staff has submitted closeout paperwork to IDOT. The final closeout of the project is currently awaiting IDOT approval.

**Public Works Weekly Statistics**

	Week of 11/18/22	Month to Date
<b>Overall</b>		
Service requests	61	213
<b>Streets</b>		
Pothole patching	0	0
Tree trimming	0	2
Tree removal	0	4
Tree limb pickup	4	19
<b>Utilities</b>		
JULIE locates	40	171
Sewer services televised	0	2
Inlets / Catch Basins cleaned	0	0
Water shutoffs performed	0	15
Water meter repair/replacement		
3/4"	2	25
1"	0	0
Large meters installed	4	10
Water valves exercised	8	30
Sewer televised (feet)	0 feet	3670 feet

# Parks and Recreation

Parks, Recreation and Fleet Services Director Greg Gola

November 18, 2022

## Administration

- Staff met with 3D Design to discuss and plan initial steps to procure park amenities and start the renovation process
- Staff attended the COW meeting on 11/14/2022 with Williams Architects and WB Olsen to update the Village board on the new Lions Recreation center.
- Staff hosted a meeting with AFSCME employees to discuss the new Collective Bargaining agreement.
- Additional and more specific information available upon request.

## Parks, Buildings & Ground Division

- Staff work/repairs continue with landscaping, routine maintenance, plumbing repairs, electrical repairs, inspections, and daily/weekly disinfecting cleanings and organizing of equipment, vehicles, and facilities.
- Staff is working with the Chamber of Commerce again, to assist with Christmas tree set up, and decoration set up around the building and Gazebo
- Additional and more specific information available upon request.

## Recreation Division

### Senior Program Updates

- Recent programs: Dining Destinations took 14 participants to Cracker Barrel 11/8, a bus trip to the Jacob Henry Mansion in Joliet 11/9 had 14 participants and Birthday Bunch & Lunch 11/10 had 53 participants.

### Special Events

- Upcoming Holiday Family Events
  - Holiday Train Ride
    - Saturday, December 3 – date confirmed by Metra
    - 120 participants registered as of 11/15 (93 in 2021)
  - Pictures with Santa Paws
    - Wednesday, December 7 from 4:30-5:30 pm, held at the Depot at Cortesi Veterans Memorial Park
    - 14 participants registered as of 11/8 (9 in 2021)
  - Visit with Santa
    - Saturday, December 17 from 10-12 pm
    - 19 participants registered as of 11/8 (14 in 2021)
  - Letters From Santa
    - 4 participants registered as of 11/15 (5 in 2021)
  - NEW Phone Calls from Santa
    - 1 participant registered as of 11/15

### Athletics/Aquatics/Fitness

- Staff met with Julie Klinko from Jazzercise to discuss renting ICC for Jazzercise classes.
- There are 128 registered in our NEW Conquer the Court 3v3 Basketball League that began on Saturday, November 5. There were 96 registered at this same time in 2021 for winter basketball.
- Staff is working on recruiting more girls from grades 5&6 and 7&8 to compete in the 3v3 league.

### Camp Update

- Fall Camp scheduled to run Monday, November 21-Wednesday, November 23. We currently have 13 participants enrolled as of 11/15 (15 in 2021).

### **Support Staff and Misc. Updates**

- Assisted customers, process program registrations, building rental requests, and billing for installment payments. Worked on marketing, promotional items and updated the building schedules. 2023 Winter/Spring Program Brochure second draft is due back from designer on November 16. Additional information available upon request.

## Fleet Services Division

- Maintenance and repair work was performed on 18 vehicles, with seven of those being break downs.
- A breakdown of repairs or maintenance is available upon request.