

# Weekly Status Report

Village Manager, Matt Harline  
February 10, 2023

## Village Manager's Message

VILLAGE MANAGER'S MESSAGE (2/10/23)

This week's main projects were working on the contract with LRS for trash, recycling, and yard waste collection for the next five years, parking fees, and collection of them at the Villa Park Metra stop, and interviews for the next Fire Chief of Villa Park. Another busy week.

The LRS contract will need to be approved in two parts. We have never had a direct contract with LRS, they acquired the contracts for trash service and recycling service which were originally signed with Roy Strom Refuse Removal Service, Inc. in 2010 and 2013 respectively and merely extended. All parties agree that we are better off to create a new document. On Monday the 13<sup>th</sup> the Board of Trustees will be asked to approve a resolution to award a five year contract to LRS with all the particular terms described in the resolution. The resolution will also authorize the Village Manager to negotiate a full Agreement for approval on February 27<sup>th</sup>. In addition, the Village will be applying for a grant for new recycling carts for all standard residential collection homes. This grant will slightly reduce the overall trash collection rates for Village residents – although the contract still calls for an overall rate increase. Approving the resolution Monday keeps a schedule that will allow LRS to order and prepare the trash and recycling carts for deployment in June, although the contract and rate increase will not initiate until July.

We will be interviewing three candidates for Fire Chief next Wednesday. Based on the quality of the candidates, I can say that the Villa Park position is an attractive one. The candidates will be interviewed by a panel of VP Fire Department employees, a panel of department heads, and a panel of community leaders. We hope to announce a successful candidate before the end of the month.

After meeting with representatives of TPS, the company that maintains the parking kiosk at the Metra station, I am able to say that the Village will be able to bring back long-term parking, without having to purchase and track parking tags. The software package that TPS uses will allow regular users to purchase 30-day, 60-day and 90-day passes on line. The proposed rates would be \$2.00/day and \$35/month. No changes would be made to the kiosk. You will still only be able to purchase one-day passes by coin, bills or card. You will also be able to purchase 1 – 5 days passes by the app. All enforcement can be done by the plate-reader the VP Police Department already owns.

I chaired the Joint Review Board on Thursday that voted to recommend the process of approving TIF #7 in Villa Park, the St. Charles Commercial Corridor Project. On Wednesday night I participated in the Commission currently called the Cable TV Commission. Commission Chairperson Al Stasch gave an excellent presentation that detailed the dwindling audience on standard cable TV and the importance of shifting our focus to on-line platforms. More will follow soon. I also attended the kickoff meeting for the Michigan and Vermont Improvement Project that will be CDBG funded.

In addition to the meetings described above I worked on a labor issue, Spoke with a representative of Hawthorne about their project, attended a CDBG kickoff meeting for the Vermont & Michigan project and met with department heads individually and together.

**Matt Harline,**  
Village Manager



## Upcoming Agenda Items:

- Willowbrook's Flag Football video presentation of 2022-2023 highlights followed by speeches and certificate presentations to team.
- North Avenue Access Road Amendment—Parking Restrictions
- Adoption of 2023 Zoning Map
- Approval of terms to extend the contract with LRS for solid waste collection services
- Authorization of Agreement re: Biermann and Myrtle Improvement Project Phase II
- Authorization of Agreement between Village of Villa Park and House of Lavigne to conduct a Comprehensive Plan update

# 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  
Chuck Howard, Director of Finance  
Sandy Hill, Director of Library  
Cheryl Wagner, Executive Assistant to Village Manager

## Matt:

- Discussion of upcoming Agenda items
- Discussion of upcoming future items
- Discussed last week's visit to Safari Land
- Discussed upcoming meetings

## Mike G.:

- Water main break on N. Wisconsin
- Well 10 on Cornell– pulled Tuesday.
- DWC supply issue project
- Weather service still being pursued

## Chuck:

- Discussion with BMO
- Digging into the Garden Station debt schedule

## Patrick:

- Ad for CVB is ready in draft form
- JRB Thurs for TIF 7
- EcoTerra—no response to emails– presentation requested
- Walmart meeting scheduled—they want PACE bus service

## Sandy:

- Bowling for District Kiwanis—monthly (1st Sat).
- Strategic Planning Group meeting. Consultant not on board.
- Murder Mystery play in November

## Suzanne:

- Village Matters due 3/17/23
- Brewfest—new pages for Special Event
- Spring Sweep LRS 5/20/23 too soon.
- Civic Clerk meeting
- AFSCME classification and certification committee work is scheduled.

## Mike R:

- SRO hit in head by student
- Earlier in week student threat after school—removed from WHS
- Dispatch helped save a suicide

## Marc:

- Remove and replace Chapter 7 (add park development fee in house)
- An open house to review the code changes will be scheduled
- Do square foot fee over dollar figure fee
- Spring map—digital signature
- Wine bar moving forward near DeMito's

## Greg:

- Asbestos starts next week
- WMS meeting this week with Olson
- Contact DNR this week or next for extension
- Presentation March 27th suggested on Rec Center
- Summer programming brochure to be released in April
- Summer Festival, Meadery, & Shakespeare in the Park discussed

## Steve:

- B & F Fire and Building Codes Meeting– goes to State for review 30d
- Requested to meet over IAFF
- SAM renewal is still stuck– \$32k thermal imaging AFG; \$57k fire gear, extractor air dryer grants are hung up because of this

# Assistant Village Manager

Assistant Village Manager, Suzanne McVey

February 10, 2023

- Held kick off call for Civic Clerk, which is the agenda management software the Village will be working to implement over the next several months and will replace Granicus. The software has better functionality and will integrate with our current website events calendar.
- Participated in Illinois Municipal Retirement Fund Authorized Agent workshop on enrollment, wage reporting, terminations, benefits, employer rates and legislation.
- Continued gathering documents related to the upcoming IMAP visit from IRMA.
- Working with Communications Specialist and IT Manager on the updates to the Village website. This includes comprehensive updates to the main landing page and will improve user experience in accessing information. Audio Eye accessibility feature was added this week along with the Chat Bot.
- Continued ACA 1095B/1095C process for end of the year filing.
- Assisted with various personnel matters.
- Processed general liability and workers compensation claims.
- Preparation for the upcoming panel interviews for the Fire Chief recruitment process.
- 2022 safety analysis conducted and notice to departments regarding their safety day will be by the end of the week.
- DuPage County remains at low for COVID transmission. We continue to watch for changes which may impact operations such as remote board/commission meetings, quarantine requirements, testing, ahead of the federal/state changes in emergency declarations.
- Current Job Recruitments:
  - Fire Chief – in person interviews scheduled for February 15
  - Public Works Civil Engineer
  - Parks Building Supervisor (maintenance)
  - Seasonal Parks and Recreation positions
  - Part-time Group Fitness Instructor
  - Part-time Police Officers and Firefighters
- Freedom of Information Act Requests Received from 2/3 to 2/8:
  - Community Development –8
  - Fire Department - 1
  - Managers Office -1
  - Police Department – 6
  - Public Works - 0
  - Total closed FOIA requests for 2/3 to 2/8: 18

# Communications

Communications Specialist, Donny Pisano

February 10, 2023

## **Social Media:**

### **Facebook posts this week:**

- Upcoming Special Events
- Sugar creek youth golf camp
- Community service officer passing
- Storm water management post
- Comed tree trimming post

### **Parks & Rec Facebook posts this week:**

- Open pickleball
- Yoga class
- Hearts for teddy and early childhood classes
- Ice skating classes
- Spring soccer registration

## **Website**

- Added special events (Arbor Day, Mom and Son Night Sugar Creek) to the calendar.
- Added storm water management survey to news headline section
- Updated welcome to villa park packet

## **Misc.**

- Working with digital signage company with IT manger
- Set the 2023 village matters calendar with graphic designer
- Worked on updated ad for 2023 edition of DuPage county visitors guide
- Sat in meeting with Civic Plus new agenda software
- Working with Civic Rep to come up with a new mood board
- Researched new mood board
- Created special event pages on Facebook
- Worked on updated budget documents with finance team
- Working with Library on Social Media Post
- Added Scoop the chatbot to the website
- Worked with civic support staff on moving applications on website

# Finance

Finance Director, Chuck Howard

February 10, 2023

## 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 February 13<sup>th</sup> bill listing.

### Utility Billing

- Process final bills for residents moving out of the Village.
- Processed several meter changeouts and smartpoints.
- Answered various calls due to the bills being mailed out January 31<sup>st</sup>.

### Payroll

- Processed February 10<sup>th</sup> payroll.
- Worked with Accountant to help reconcile her bank reconciliations.

### Accountant

- Reconciled weekly Cash Receipts and Utility Billings.
- Updated UB and AR to the General Ledger.
- Attended meeting with BMO Harris representatives for relationship review.
- Working on payroll reconciliations.

### Finance Supervisor

- Continued balancing the cash drawer to check for accuracy of money being posted to correct accounts.
- Finished budget to go to the printer.
- Gathered information needed for audit.
- Processed 2 liquor license background applications.

### Finance Director

- Continued completion of IMRF expense reconciliation for 2022 audit support.
- Met with BMO Harris Bank business banking team regarding account review and maintenance and updated technology for customer service and fraud controls.
- Attended Joint Review Board Meeting regarding recommendation of new TIF Fund.
- Continued discussion regarding validation of SAM (System of Award Management) federal website account for Fire Department.
- Attended Quarterly Fire Pension Fund Board Meeting.



# Villa Park Police Dept.

Police Chief, Mike Rivas

February 10, 2023

DATE: February 2, 2023—February 8, 2023

STATISTICAL DATA		SPECIAL ATTENTION DETAILS
Total CAD tickets generated	388	HS/ Middle School and Grade School Presence
Officer generated traffic stops	59	Flock Camera Hits for Stolen Vehicles/Wanted
Traffic Citations issued	23	Pursuits and Stop Stick Deployment
Traffic Warning Tickets issued	32	Catalytic Converter Thefts
Number of Bookings Processed	9	Saturation Patrols
DUI Arrests	0	Domestic Violence
Admin. Tows Initiated	1	Mental Illness Calls for Service
Local Adj./Village Ord.	2	Motel 6
Parking citations issued	24	Stone/Michigan/ Ridge/Iowa Parking Enforcement
Compliance violations	4	Restaurants and Bars
Vehicles Booted	0	Retail Thefts
Vehicles Booted (YTD)	11	

## CURRENT INVESTIGATIONS

- Possession of a Stolen Motor Vehicle – Villa Park Officers recovered a stolen U-Haul at Motel 6. Hours later a male subject called the police to report this same truck stolen. Investigation is ongoing to determine if the subject is the person who stole the van.
  
- Burglary to Motor Vehicle – Villa Park Officers took a report for burglary to motor vehicle in the 1600 block of South Michigan. Taken was a camera. The investigation is ongoing.
  
- School Threat- Villa Park Officers are looking into a possible threat made by a juvenile against one of the middle schools. The investigation is ongoing.
  
- Threat/ DOC- Villa Park Officers are investigating a threat made by a male against a female on Division St. The investigation is ongoing.
  
- Retail Theft – Villa Park Officers worked with Elmhurst officers to track and locate a retail theft crew that had hit several stores in the area. The crew did a fraudulent purchase at Walmart and was followed home to Chicago where they were detained. The investigation is ongoing to look at what other like crimes were committed by this crew in our area.
  
- Retail Theft- A Villa Park Officer took a report of a subject who stole a large amount of lottery tickets. The investigation is ongoing.

**ARRESTS**

- Domestic Battery x 2/
- DWLS – No Insurance x 2/ In State Warrant/ No Valid DL

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

**CRIME FREE HOUSING**

- Nothing new to report

**MEETINGS**

- Department Head Meeting
- Tri-Town Grant Meeting
- Meeting with Manager Harline
- Meeting with NEDFYS

**OTHER ACTIVITIES**

- Leadership Book Club
- Support Services Meeting with DuMeg
- Carjacking Taskforce/ Saturation Patrol Meeting
- IL Commerce Comm Meeting
- METRA Parking Meeting with Vendor



# Villa Park Fire Dept.

Interim Fire Chief, Steve Stapleton

February 10, 2023

Weeks of January 29—February 4, 2023

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

Incident Type	Total Incidents
<b>Incident Type Category: 1 - Fire</b>	
Trash or rubbish fire, contained	1
	<b>Total: 1</b>
<b>Incident Type Category: 3 - Rescue &amp; Emergency Medical Service Incident</b>	
EMS call, excluding vehicle accident with injury	30
Motor vehicle accident with injuries	3
	<b>Total: 33</b>
<b>Incident Type Category: 4 - Hazardous Condition (No Fire)</b>	
Gas leak (natural gas or LPG)	2
Carbon monoxide incident	1
Electrical wiring/equipment problem, other	1
	<b>Total: 4</b>
<b>Incident Type Category: 5 - Service Call</b>	
Police matter	1
	<b>Total: 1</b>
<b>Incident Type Category: 6 - Good Intent Call</b>	
Good intent call, other	2
Steam, other gas mistaken for smoke, other	1
HazMat release investigation w/no HazMat	1
	<b>Total: 4</b>
<b>Incident Type Category: 7 - False Alarm &amp; False Call</b>	
Sprinkler activation due to malfunction	1
Smoke detector activation, no fire - unintentional	2
	<b>Total: 3</b>
	<b>Total: 46</b>

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

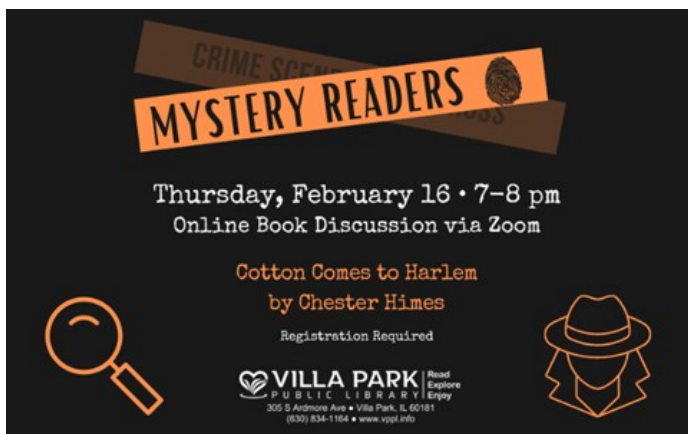
Incident Type	Total Incidents
<b>Incident Type Category: 3 - Rescue &amp; Emergency Medical Service Incident</b>	
Medical assist, assist EMS crew	1
EMS call, excluding vehicle accident with injury	2
Rescue or EMS standby	1
	<b>Total: 4</b>
<b>Incident Type Category: 6 - Good Intent Call</b>	
Dispatched and cancelled en route	4
	<b>Total: 4</b>
<b>Incident Type Category: 7 - False Alarm &amp; False Call</b>	
Smoke detector activation, no fire - unintentional	1
	<b>Total: 1</b>
	<b>Total: 9</b>

Total EMS/Fire Calls: 55  
 Total Mutual Aid Calls to Date: 28  
 Total EMS/Fire Calls to Date: 279

## Programs Offered This Week

Babies & Books (two sessions)  
Toddler Time (two sessions)  
Ready for Reading  
Preschool Storytime  
Sensory Storytime  
Marvelous Mornings  
LEGO Duplo Build + Play  
Romantic Chocolate... Need We Say More with Chef Susan Maddox  
Illinois Libraries Present: Saying Yes to Your Story – A Conversation with Kwame Alexander

## Upcoming Programs



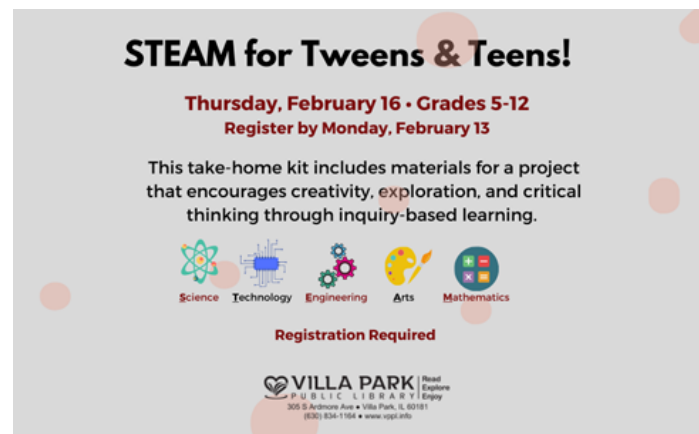
**CRIME SCENES**  
**MYSTERY READERS**

Thursday, February 16 • 7–8 pm  
Online Book Discussion via Zoom

*Cotton Comes to Harlem*  
by Chester Himes

Registration Required

**VILLA PARK** Read Explore Enjoy  
PUBLIC LIBRARY  
308 S. Anderson Ave • Villa Park, IL 60181  
(630) 834-1164 • www.vppil.info



**STEAM for Tweens & Teens!**

Thursday, February 16 • Grades 5-12  
Register by Monday, February 13

This take-home kit includes materials for a project that encourages creativity, exploration, and critical thinking through inquiry-based learning.

Science Technology Engineering Arts Mathematics

Registration Required

**VILLA PARK** Read Explore Enjoy  
PUBLIC LIBRARY  
308 S. Anderson Ave • Villa Park, IL 60181  
(630) 834-1164 • www.vppil.info

## Meetings and Training Sessions Attended

Library Department Heads  
Village Department Heads  
Rotary Club meeting  
Kiwanis Bowling @ Stardust  
Strategic Plan Committee meeting  
WSAP (West Suburban Adult Planning) meeting  
TikTok Team meeting  
Villa Park Area Early Childhood Collaborative meeting  
Library Statistics meeting  
CSLP Artwork Committee meeting  
Village Manager's Book Discussion Group meeting  
Programming Meeting with Fuel and Crème  
Friends of the Villa Park Library Board meeting

## Library Services

- *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.
- The library created and launched a TikTok account.
- VPPL Mini-Library held at Jefferson Middle School
- Storytime held for 98 students at The Gardner School
- Latino Family Literacy Project at North School: children's activities session conducted
- Book Review: 1 book review from the Youth collection written and posted to the library's social media
- Book/DVD Displays created: *Black History Month*; *Reading is SoOo Delicious*; *Fall in Love with a RomCom*; and *That's Hilarious!*
- Book returns made to North School
- Homebound Delivery Service: 1 item delivered
- 24 Hour Lockers: 77 patrons served
- Passport Application Service: 8 new passport applications processed

**In the works...**

- Ongoing project of translation of policies and online catalog sections into Spanish
- Program planning and preparation: Youth programs, STEAM for Teens & Tweens
- Planning and updating of the children's component of the 10-week Latino Family Literacy Program to be held at North School
- Job posting and interviews for open one full-time position and two part-time positions at the library: Public Information Coordinator; Public Services Associate; and Housekeeper
- Orientation and training of new Public Services Associate in Youth Services
- Planning and preparation of the Adult Book Box
- Staff In-Service Day planning
- Collection development and weeding

**Submitted by Sandra Hill, Library Director**

# Economic Development

Economic Development Director, Patrick Burke

February 10, 2023

## Economic Development

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### **Proposed St. Charles Rd. Commercial Corridor TIF District**

The Joint Review Board met February 9 to consider the request to create a TIF district. The public hearing for the request will be March 13.

### **The Union** (110 – 110 S. Villa Ave.)

Staff will be meeting next week with Catalyst Partners and its consultants to coordinate the utility relocations for its project as well as the Tri-Trail Connector project.

### **Eco Terra** (formerly Garden Station)

Hawthorne Development cancelled the meeting scheduled for February 8.

### **DuPage Convention & Visitors Bureau**

Staff has been in the process of creating an ad that will appear in the DuPage CVB's visitors guide.

### **Business Attraction**

Staff met February 6 with brokers interested in becoming more involved with development activity in the community.

### **Business Retention**

Staff met February 10 with the manager at Walmart. It is interested in requesting a Pace bus stop at its location.

Participated in the department head staff meeting.

# Community Development

Community Development Director, Marc McLaughlin

February 10, 2023

**SUBJECT: CD Department Weekly Updates – February 2, 2023 to February 8, 2023.**

**Community Development Director Updates:**

- Community Development and Fire Department staff meet with our building code consultants B&F to begin the 2021 Building Code adoption.
- Met with a local Realtor team to discuss the Villa Park housing market and potential future developments.
- Arrow Transportation at 1033 N Villa Ave has all pre-cast panels installed.

	Feb 2, 2023 Feb 8, 2023	2023 YTD	Feb 2, 2022 Feb 8, 2022	2022 YTD	2022 Totals
Permits Issued	18	126	10	93	1980
Plan Reviews	5	42	4	23	321
Building Inspections	31	152	16	96	2465
Follow-Up Inspections	50	216	34	241	1860
Site Visits	22	96	14	93	1432
Property Main. Violations	28	445	24	344	1793
Tickets Issued	6	47	15	37	457
Adjudication Cases	14	52	18	56	393
Liens Filed	0	0	0	28	168
C.O. Inspections	2	9	9	34	111
Vacant Property Inspections	1	8	1	5	84
Vacant Properties Registered	2	3	1	4	17

# Public Works

Director of Public Works, Michael Guerra

February 10, 2023

## Public Works Highlights

- Efforts to decommission and abandon Well #10 began this week. The photo at right depicts the contractor removing the first section of 8" diameter casing pipe from the well shaft. By the time it is completed, the work will include the removal of more than 950 feet of casing pipe, followed by the backfilling and sealing of the well.
- This week the contractor starting the installation of the 54" storm sewer on the east side of Monterey Ave just south of Highland Ave. They will be working their way south towards Washington over the next several weeks.
- Staff attended a meeting with DuPage County CDBG staff for the required project kickoff meeting for the Michigan and Vermont Improvement Project. Staff is preparing to submit the plans for County approval so the project can go out to bid in early April for a summer construction.



## 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 and have mobilized their excavator to the site. Staff is working to coordinate the schedule for this work to resume, which will be dependent upon the weather. 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. 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** A final balancing change order has been approved. The only remaining site work at this point is the completion of punch list items. That punch list work is currently in progress and should be concluded in the next few weeks.

**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 has been executed and a grant project kick-off meeting was conducted on February 6<sup>th</sup> with the County to begin the bidding process. The project is expected to go to construction in spring of 2023.

**Monterey** This week the contractor starting the installation of the 54" storm sewer on the east side of Monterey Ave just south of Highland Ave. They will be working their way south towards Washington over the next several weeks.

**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.

**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 02/09/23	Month to Date
<b>Overall</b>		
Service requests	80	80
<b>Streets</b>		
Pothole patching	0	0
Tree trimming	0	0
Tree removal	0	0
Tree limb pickup	0	0
<b>Utilities</b>		
JULIE locates	36	36
Sewer services televised	1	1
Inlets / Catch Basins cleaned	0	0
Water shutoffs performed	2	2
Water meter repair/replacement		
3/4"	25	25
1"	0	0
In-house Meter testing	24	24
Large meters installed	0	0
Water valves exercised	6	6
Sewer televised (feet)	0 feet	0 feet

# Parks & Recreation

Parks, Recreation and Fleet Services Director Greg Gola

February 10, 2023

## Administration

- Staff worked/met with contractors for lighting, doors, HVAC, plumbing, electrical, and painting.
- Staff met with Williams Architects to discuss the new rec center construction timeline, and the kitchen equipment and layout.
- Additional and more specific information available upon request.

## Parks, Buildings & Grounds Division

- Staff have put up the red flag at the Lions Park ice skating rink, due to recent warm temps and rain the ice is not good for skating, no skating is allowed at this time.
- Staff work/repairs continue with facility improvements, cleaning out CRB, 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

### Admin Items

- Staff will be sending out summer employment recruiting information to Willowbrook High School and area colleges next week.
- Staff met with Williams a representative from Boelter to discuss the design and layout of the kitchen in the future Lions Park Rec Center.
- Staff will be sending out Sponsor Package opportunities next week for Villa Park Summer Festival 2023 and the Thursday Concerts.

### Athletics/Fitness/Aquatics

- If the ice at North Terrace Pond reaches 4" thick AND the Villa Park Sportsman Club members are available on a Saturday in February, it's possible we will hold an ice fishing contest.
- Staff Received an invitation to attend the Willowbrook High school Career Fair on March 23. We will attend and use the opportunity to recruit summer pool and Camp staff.
- Setting up summer athletic, fitness and aquatics programs.

### Preschool

- Preschool held Open House for 3 and 4 year old participants and their families on Wednesday, February 1 and Thursday, February 2. The classroom and the preschoolers' artwork was showcased. Approximately 60 people attended over the two days.

### Instructional Dance

- Staff is preparing for Discover Dance Pictures (Feb. 11) at the Iowa Community Center and the Dance Rehearsal/Recital (Feb. 17-18) at Willowbrook High School.

### Support Staff and Misc. Updates

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

## Fleet Services Division

- Maintenance and repair work was performed on ten vehicles; a breakdown of repairs or maintenance is available upon request.
- Responded to two breakdowns.
- Work has begun to set up new Fire Chief's car with lights and siren.
- Work to remove old police equipment from retired police car has been completed and car has been returned to original. Car will be recycled into the Village fleet.