

Weekly Status Report

Village Manager, Matt Harline

February 17, 2023

Village Manager's Message

VILLAGE MANAGER'S MESSAGE (02/17/2023)

This week was a week of big wins for the Village. I hope I can properly convey my enthusiasm. We made a choice on a Fire Chief, we approved a progressive direction in solid waste management, and we developed some solid progress in planning the Villa Park VFW Independence Day Parade. But my favorite part is that my staff has been working on developing a leadership academy within the Villa Park organization and we have some good leads on ways to do that effectively.

After interviewing three excellent candidates on Wednesday, I am happy to announce that Steve Stapleton has accepted the position of Fire Chief for Villa Park. Steve has served on the Villa Park Fire Department (VPFD) for over 25 years and held every position on VPFD most recently serving as Deputy and Interim Fire Chief. In a critical time for leadership for the VPFD, I am confident that we have the right man for the job. Due to retirements, injury, and the challenges in hiring, we are at a critically low staffing level. We are in the process of trying to hire seven new paramedic/firefighters at the same time almost every other city and village in the region is looking to hire as well. I will add that the quality of the 19 candidates made it clear that the Villa Park Fire Department is an employer of choice for leaders in the field. I want to thank the members of the VPFD, our department heads, and a community panel that included Fire and Police Board Chair Rae Rupp Srch, Willowbrook Principal Dan Krause, and Lombard Village Manager Scott Niehaus for participating in interviews.

Although there will continue to be some growing pains as we look to roll out a mostly automated, comprehensive solid waste management contract with Lakeshore Recycling Services, Inc. (LRS), I really am excited about what we will get in June when we fully rollout the program. The basic services will not change, but the method of collection will. First, the program is still for single-family, duplex and triplex residential customers. You will still be able to set out unlimited trash from your household, but the first 95 gallons will be in a rugged container that will survive the automated collection and will be owned and maintained by LRS. You never have to purchase a container again – unless you destroy the LRS-provided cart with hot coals, or other mishap. If you regularly need additional trash collection, a second container may be added for \$3.00/month. If you only occasionally need more room, just add your own container when needed, but you will need a sticker from Village Hall (free) so the LRS driver can easily identify what is in the container.

Weekly curbside recycling will continue, but LRS will provide a rugged 65-gallon container which you can add to if you have additional recyclable materials occasionally, or with an additional container for \$3.00/month. LRS also helped us Yard waste will have a similar continuation of the program with enhancements. Adhesive tags will be needed from April until the free fall collection period, but reusable cans provided by residents will require a free sticker that will identify the contents as yard waste. One bulky item per week will be allowed as well.

Since LRS purchased Roy Strom Refuse in January of 2021, they have moved toward a more efficient, safer program. Having worked in a city with a carted system before, I feel confident that this transition, although there may be bumps in the road, will result in a much cleaner, safer, more consistent program in the long run. Look for more detailed information in the May utility bill, on the website, in the bi-weekly, e-newsletter, on tvillapark.com, Facebook, and every venue available.

After scrambling to develop an Independence Day Parade last year, VFW Post 2801, the Village the VP Chamber of Commerce and other key partners are starting early to make it an even better parade. After being shut down due to the COVID-19 pandemic, we launched a great parade, but the organizers were stressed by a late start and having to reconstruct the organization. This year we look forward to sending out invitations to the July 4th event that will follow the same route as last year and start at 10:00 a.m. We hope to secure sponsors, bands and eventually participants. For-profit businesses entries will be \$100. Non-profit organizations can enter floats or other entries for \$50 and any proceeds will be donated to the VFW Post 2801. We are finalizing plans for prizes for the best floats/entries.

Finally, I have been talking a lot about Servant Leadership since I applied for this job. We are in the process of working plans to develop an internal academy and have an opportunity to work with some excellent partners in other cities, and possibly with one of my mentors in the world servant leadership – Ron Holifield of Strategic Government Resources. The concept of doing everything we do from a point of view of being servants is very important to me. When we focus on what we can contribute more than what we can get, we have much more impact on our own level of contentment. For me that means serving the Village employees as well as the residents, business owners and visitors.

Matt Harline,
Village Manager



Upcoming Agenda Items:

- Amendment to Metra Parking Lot Fees
- Waste Collection Agreement with LRS
- Commission Reports
- Finance Director's Report.
- Public Works Report on Monterey Project status
- Run of the Month— Presentation to the Villa Park Fire Department by Elmhurst Hospital

Other Items:

Saturday, Feb 18th is Electronics Recycling at the Village Parking Lot area

BSA Troop 199 Annual Spaghetti Dinner—Feb. 26, at St. Alexander's Church Social Ctr from 11:30 a.m. to 6 p.m. , 300 S. Cornell Ave

Chamber of Commerce and Villa Park Library are sponsoring a Cocoa Crawl on February 25th from 11 AM – 4 PM. Contact the Villa Park Library for ticket information. 630-834-1164.

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/status for February 27th.
- Discussion of future items for March Agenda
- July 4th event discussions
- COW meeting discussions—LRS plan, 12,902 pieces (garbage and recycle bins).
- LRS Discussions re: grant, container size, stickers
- Discussion re: Agenda items passed by Board on February 13th
- Discussions re: Commissions, liaisons, staff

Steve:

- Attended Career Fair
- Lost Firefighter Candidate to another department
- Fire department down 6 people; other local fire departments are down as well.
- SAM grant registration efforts continue.

Greg:

- Regular Rec. Center meeting postponed a week.
- Phone meeting with DNR re: grant extension
- Grant money will be received after project completed.

Chuck:

- GADA filing, audit documents/processes discussion
- GEMB– reconciliation
- IMRF reconciliation
- Grant schedule
- Working on year-end items
- BMO Harris analysis

Patrick:

- CVB Ad is ready to go, QR Code on Community Events page
- TIF discussions
- Current project issues
- Catalyst meeting w/utilities 2/15.
- Economic Dev Commission meeting Weds 2/15.

Marc:

- Discussions re: specific properties
- Discussion re: ongoing projects
- Ordinance, Zoning map, Annexing map discussions

Mike R:

- Building repairs
- District 45 Threat Assessment Team, making school presence at middle school level due to recent issues. Zero tolerance policy.
- \$12,960 dollars were raised in 2022 for Special Olympics

Sandy:

- Consolidation of PINs at the Library
- Working on state report, report to Village

Mike G.:

- FCC license renewal, dedicated channel
- Well 10 on Cornell– pulled Tuesday– issues
- Water shut off lists
- Well 10 removal taking longer than anticipated
- Pot holes are being repaired
- Grease traps discussions

Suzanne:

- Special events discussions, upcoming events
- Firefight interviews 2/15 from 8:30 to 12:30pm.
- Reminder Monday 2/20 is a holiday.

Assistant Village Manager

Assistant Village Manager, Suzanne McVey

February 17, 2023

- Held first meeting with AFSCME to review position classifications and certifications as part of the most recent collective bargaining agreement. The committee will be meeting monthly with AFSCME members to review improvements to the current position classification system outlined in the agreement.
- Assisted with the coordination of the Fire Chief in person panel interviews which occurred on Wednesday February 15th.
- Attended IRMA Member Relations Committee quarterly meeting on February 14th.
- Attended 4th of July Parade planning committee meeting with the VFW.
- Assisted with the drafting of initial proposals to the IAFF negotiations.
- Submitted ACA filing for 1095C forms
- Assisted with various personnel matters.
- Participated in facility assessment proposal review with the Director of Parks, Recreation and Fleet, Superintendent of Building and Grounds, Director of Community Development and the Village Manager.
- Processed general liability and workers compensation claims.
- DuPage County remains at low for COVID transmission.
- Current Job Recruitments:
 - Public Works Seasonal positions
 - 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 2/9 to 2/16:
 - Community Development –4
 - Fire Department - 0
 - Managers Office –3
 - Police Department – 7
 - Public Works - 0
 - Total closed FOIA requests for 2/9 to 2/16: 12

Communications

Communications Specialist, Donny Pisano

February 17, 2023

Social Media:

Facebook posts this week:

- Library hiring post
- National Pizza Day
- Happy 31 Anniversary Gina
- Board Meeting
- Willowbrook Flag Football Team

Parks & Rec Facebook posts this week:

- National Pizza day
- Board meeting
- Willowbrook Flag Football Team

Misc.

- Continued to working with digital signage company with IT manger
- Finished ad for 2023 edition of DuPage county visitors guide
- Emailed department heads set sch for village matters
- Finalized mood board and new website layout
- Attended village board meeting
- Edited photos of flag football team
- Attended VFW fourth of July meeting
- Attended zoom meeting with LRS
- Updated special event pages on Facebook
- Working with cable commission on camera repairs
- Worked with civic support staff on moving applications on website
- Added finalized budget to finance section
- Scheduled recreation facebook post for week of Feb 20
- Created Presidents day graphics
- Sent out biweekly newsletter

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 20th bill listing.

Utility Billing

- Process final bills for residents moving out of the Village.
- Processed several meter changeouts and smartpoints.
- Assisted various residents regarding utility billing concerns.
- Processed several liens to be filed with DuPage County.

Payroll

- Corrected ICMA/Mission Square payment issue.
- Gathered requested information by Fire and Police Pension representatives.
- Worked on draft for the employee newsletter.
- Working with AFSCME on issue with enrollment dues.
- Worked with Parks Administrative Assistant on streamlining PT new and returning employees.

Accountant

- Reconciled weekly Cash Receipts and Utility Billings.
- Worked with MFT auditor and provided documents as requested.
- Downloaded bank, trustee and investment statements for January and continue to work on reconciliations and record journal entries.
- Uploaded files requested by auditors to their portal.

Finance Supervisor

- Continued balancing the cash drawer to check for accuracy of money being posted to correct accounts.
- Processed S Addison Rd. utility billing usage to reimburse the Village of Lombard
- Processed 2022 Village utility billing accounts
- Gathered information for weekly report.
- Processed petty cash buyout for 2022

Finance Director

- Began 2022 audit calculation of Accrued Year End Payroll and Liability for Unpaid Leave.
- Participated in Public Works discussion regarding an outstanding material Utility customer refund due and a material unbilled customer amount to be requested.
- Prepared 2021 and 2022 Annual TIF Reports for refunded TIF-2 Ovaltine. TIF-2 closed at 12/31/2019, but refund to local taxing bodies in 2022.
- Participated on interview panel in Fire Chief recruitment effort.
- Continued discussion regarding validation of SAM (System of Award Management) federal website account for Fire Department.



Villa Park Police Dept.

Police Chief, Mike Rivas

February 17, 2023

DATE: February 9th, 2023—February 15, 2023

STATISTICAL DATA		SPECIAL ATTENTION DETAILS
Total CAD tickets generated	379	HS/ Middle School and Grade School Presence
Officer generated traffic stops	30	Flock Camera Hits for Stolen Vehicles/Wanted
Traffic Citations issued	17	Pursuits and Stop Stick Deployment
Traffic Warning Tickets issued	18	Catalytic Converter Thefts
Number of Bookings Processed	4	Saturation Patrols
DUI Arrests	1	Domestic Violence
Admin. Tows Initiated	2	Mental Illness Calls for Service
Local Adj./Village Ord.	0	Motel 6
Parking citations issued	28	Stone/Michigan/ Ridge/Iowa Parking Enforcement
Compliance violations	0	Restaurants and Bars
Vehicles Booted	0	Retail Thefts
Vehicles Booted (YTD)	11	

CURRENT INVESTIGATIONS

- Criminal Damage to Motor Vehicle – A Villa Park Officer took a report of a vehicle with several windows broken in the 100 block of West Madison. Investigation is ongoing.
- Discharge of a Firearm – Villa Park Officers and Elmhurst Officers scoured the area of Villa and St. Charles for the sounds of gunfire. The investigation is ongoing.
- Burglary to Motor Vehicle- Villa Park Officers took a report of several lawn equipment trailers being broken into at a business near Route 83. The investigation is ongoing.
- Aggravated Fleeing and Eluding/ Theft of Mail- Villa Park Officers are investigating a theft of mail with the suspect being the arrestee from an aggravated fleeing and eluding case. The investigation is ongoing.
- Possession of a Stolen Motor Vehicle – Villa Park Officers are investigating a case of possession of a stolen motor vehicle at Motel 6. VP Officers recovered a stolen vehicle earlier from that location where a subject later tried to report the vehicle stolen. He is the prime suspect.
- Harassment via Electronic Means- A Villa Park Officer took a report of a victim stole a large amount of lottery tickets. The investigation is ongoing.

ARRESTS

- Domestic Battery x 4/ In State Warrant
- Criminal Damage to Property
- Violation of Order of Protection
- DUI – 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

- Saturation Communication Discussion
- July 4th Parade Meeting
- After Action Meeting
- Villa Park Fire Chief Interviews



Villa Park Fire Dept.

Interim Fire Chief, Steve Stapleton

February 17, 2023

Weeks of February 5—February 11, 2023

Incident Report- Fire and EMS calls by type of call

Incident Type
Incident Type Category: 1 - Fire
Cooking fire, confined to container
Incident Type Category: 3 - Rescue & Emergency Medical Service Incident
EMS call, excluding vehicle accident with injury
Motor vehicle accident with injuries
Incident Type Category: 4 - Hazardous Condition (No Fire)
Gas leak (natural gas or LPG)
Incident Type Category: 6 - Good Intent Call
HazMat release investigation w/no HazMat
Incident Type Category: 7 - False Alarm & False Call
Smoke detector activation due to malfunction
Alarm system sounded due to malfunction
CO detector activation due to malfunction
Smoke detector activation, no fire - unintentional

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

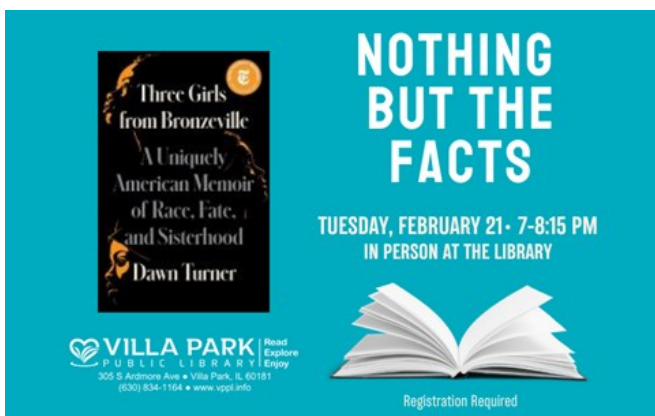
Incident Type	Total Incidents
Incident Type Category: 3 - Rescue & Emergency Medical Service Incident	
EMS call, excluding vehicle accident with injury	1
	Total: 1
	Total: 1

Total EMS/Fire Calls: 62
 Total Mutual Aid Calls to Date: 29
 Total EMS/Fire Calls to Date: 341

Programs Offered This Week

Babies & Books
Toddler Time
Ready for Reading
Storytime
Sensory Storytime @ Kiddie Academy
Crafternoons
LEGO Builders Club
Valentine's Day Craft Open House (two sessions)
Happy Healthy Yoga
Books Worth Talking About
RomCom Book Discussion

Upcoming Programs



Meetings and Training Sessions Attended

Library Department Heads
Village Department Heads
Rotary Club meeting
Kiwanis Club meeting
Lions Club meeting
Policy Committee meeting
In-Service Day Committee meeting
TikTok meeting
Meeting with Erica Craig from Willowbrook High School to discuss potential collaboration

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.
- VPPL Mini-Library held at Jefferson Middle School
- Storytimes conducted at Kiddie Academy; 92 students and 14 teachers in attendance
- Stories, crafts, and a STEM activity led by staff at the Latino Family Literacy Program at North School
- Teen Book Box sign-up begins on February 12
- Book Discussions: 2 book discussion groups led by staff
- Book Reviews: 2 book reviews from the Adult Fiction and Nonfiction collections written and posted to the library's social media
- Homebound Delivery Service: 14 items delivered
- Educator Bag: 1 Educator Bag prepared for Salt Creek Primary
- 24 Hour Lockers: 72 patrons served
- Passport Application Service: 12 new passport applications processed

In the works...

- Ongoing project of translation of policies and online catalog sections into Spanish
- Youth program planning and preparation
- Preparation of STEAM for Teens & Tweens take-home kits
- Communications with D45 and Salt Creek D48 principals to set up library visits at the schools to promote the Summer Reading Program
- Orientation and training of new Public Services Associate
- C.O.D intern training
- Working with SWAN and Ingram to set up Ingram as an alternate wholesaler
- Adult book collection and playaway audiobooks weeded
- Ordered materials for Graphic Novel collections and video game collections for Adult and Youth departments

Submitted by Sandra Hill, Library Director

Economic Development

Economic Development Director, Patrick Burke

February 17, 2023

Economic Development

DuPage Convention & Visitors Bureau

Staff submitted Villa Park’s ad for the visitor’s guide that will be published this May.

Explore Villa Park

Discover the Garden Village! Villa Park has direct access to downtown Chicago as well as to the rest of the metropolitan suburbs via commuter rail. This quintessential Midwest community hosts concerts and festivals in its Old Town area. In addition to year-round events, the Illinois Prairie Path, Great Western Trail, and Salt Creek Trail all intersect in the Garden Village.

SUMMER CONCERT SERIES

OCTOBER BREWFEST

EAT SHOP RECREATION GOLF

invillapark.com

The Union (110 – 110 S. Villa Ave.)

Staff met February 15 with Catalyst Partners and Marquette Companies to discuss the entitlement process, the redevelopment agreement, and coordinating utility siting for their project, the Tri-Trail Connector project, and the new community recreation center.

Liquor & Gaming

Staff met February 13 to discuss the process for reviewing liquor and gaming applications.

Fire Chief Interviews

Staff participated in the interview process February 15 for the Fire Chief position.

Business Retention

Certificates of occupancy were delivered February 13 to Ardmore Food & Liquor (1638 S. Ardmore Ave.) and Burlington (174 W. Roosevelt Rd.).

Economic Development Commission

The commission met February 15. It welcomed a new member and discussed creating a business survey.

Attended the Village Board meeting.

Participated in the department head staff meeting.

Met with Manager Harline

Community Development

Community Development Director, Marc McLaughlin

February 17, 2023

Community Development Director Updates:

- Community Development, Economic Development and Public Works staff meet with representatives of The Union team to discuss a coordinated effort for power pole relocation and next steps for finalizing entitlements and the RDA.
- I participated in the Fire Chief interviews.
- Public Hearing notifications went out for the March 9 PZC meeting.

	Feb 9, 2023 Feb 15, 2023	2023 YTD	Feb 9, 2022 Feb 15, 2022	2022 YTD	2022 To- tals
-					
Permits Issued	35	161	26	119	1980
Plan Reviews	22	64	3	26	321
Building Inspections	30	182	39	135	2465
Follow-Up Inspections	66	282	13	254	1860
Site Visits	35	131	13	106	1432
Property Main. Violations	32	477	22	366	1793
Tickets Issued	25	72	2	39	457
Adjudication Cases	1	53	0	56	393
Liens Filed	0	0	0	28	168
C.O. Inspections	7	16	2	36	111
Vacant Property Inspections	0	8	0	5	84
Vacant Properties Registered	0	3	0	4	17

Public Works

Director of Public Works, Michael Guerra

February 17, 2023

Public Works Highlights

- Efforts to decommission and abandon Well #10 continued this week. All of the 8" diameter casing pipe has been removed from the well shaft; however, when the pump was removed it was discovered that the bottom section of the pump and the entire pump motor had deteriorated so significantly that they had broken apart from the top section of the pump and remained at the bottom of the well shaft. The well shaft was televised this week to better determine the next steps for retrieving the pump and motor. After the video is reviewed and a course of action is identified, the contractor will take steps to retrieve the pump and motor. Remaining efforts to backfill and seal the well would continue after the pump and motor have been removed.
- Staff held a local agency coordination meeting this week as a part of preliminary Phase I planning efforts for the village's Villa Avenue Improvement Project (Wildwood to IL 64). In addition to Villa Park and consultant Civiltech Engineering, the meeting was also attended by representatives of the City of Elmhurst, Elmhurst Park District, and York Township Highway Department.
- Staff held a meeting this week to review the modeling and reporting completed in 2022 as a part of the first phase of the village's larger efforts to update the Sewer Master Plan. The meeting also entailed discussions regarding the scope of sewer master plan update efforts to take place in 2023 and beyond.
- This week the contractor continued the installation of the 54" storm sewer on the east side of Monterey Avenue south of Highland Avenue as a part of the Monterey Avenue Improvement Project. In coordination with these efforts, the contractor is also still working to adjust existing sanitary sewer service lines that are in conflict with the proposed storm sewer. These joint efforts will continue on Monterey over the next several weeks, moving south towards Washington Street until complete.
- This week the contractor continued the installation of the 54" storm sewer on the east side of Monterey Avenue south of Highland Avenue as a part of the Monterey Avenue Improvement Project. In coordination with these efforts, the contractor is also still working to adjust existing sanitary sewer service lines that are in conflict with the proposed storm sewer. These joint efforts will continue on Monterey over the next several weeks, moving south towards Washington Street until complete.
- Staff attended a meeting this week held by the City of Elmhurst and the city's engineering consultant to discuss the possibility of improvements to the intersection of Illinois State Route 83 and Riverside Drive. This intersection, which also serves as the sole access to Walmart, is currently the target of efforts by the City of Elmhurst to make changes to its configuration.
- Staff held a meeting this week to discuss ongoing departmental efforts to update records and enhance enforcement related to the control of FOGs (fats, oils, and grease) in the village's sewer collection system. These efforts are mandated by the Environmental Protection Agency (EPA).
- Staff attended a meeting pertaining to utility improvements and utility relocation work related to the proposed Union development.
- Staff attended a meeting this week to discuss assistance by Public Works staff with efforts related to the proposed Lions Park Community Recreation Center.
- Staff participated in interviews and other activities related to the search for a new Fire Chief.
- Staff held a meeting this week to discuss collecting outstanding payment from water and wastewater system customers for unmetered or unbilled usage.
- Staff attended several webinars this week pertaining to Geographic Information Systems (GIS) and asset management.
- Staff attended a meeting of the July 4th Committee.

Public Infrastructure Projects

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

Jackson Pond Construction of the new 72-inch diameter storm relief sewer as a part of the Jackson Pond Expansion Project is now complete. Earthwork will be the next effort to take place. Staff is working to coordinate the schedule for this work 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. All punch list work has been addressed, and site work is fully complete. Staff is now in the process of closing out the contract and the IEPA loan.

Michigan & Vermont The Michigan and Vermont Improvement Project comprises a smaller portion of the larger College Streets Project. This portion of the project area was split off because it qualified for and was officially awarded external CDBG grant funding for construction. Design of the project is now complete. The village has also received an approved water construction permit from the Illinois EPA. The formal grant agreement with DuPage County for funding for the construction of this project has been executed and a grant project kick-off meeting has also been held. The project is expected to go to construction in spring of 2023.

Monterey This week the contractor continued the installation of the 54” storm sewer on the east side of Monterey Avenue south of Highland Avenue. In coordination with these efforts, the contractor is also still working to adjust existing sanitary sewer service lines that are in conflict with the proposed storm sewer. These joint efforts will continue on Monterey over the next several weeks, moving south towards Washington Street until complete.

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 02/17/23	Month to Date
Overall		
Service requests	89	169
Streets		
Pothole patching	5	5
Tree trimming	0	0
Tree removal	0	0
Tree limb pickup	1	1
Utilities		
JULIE locates	53	89
Sewer services televised	0	1
Inlets / Catch Basins cleaned	0	0
Water shutoffs performed	0	2
Water meter repair/replacement		
¾"	11	36
1"	0	0
In-house Meter testing	36	70
Large meters installed	0	0
Water valves exercised	12	18
Sewer televised (feet)	0 feet	0 feet

Parks & Recreation

Parks, Recreation and Fleet Services Director Greg Gola

February 17, 2023

Administration

- Staff met with Williams Architects to discuss the new rec center interior design and to review material samples.
- Staff is meeting with a representative from Civic Plus to review the add-on software for Recreation Registration on Thursday, 2/17.
- Staff worked/met with contractors for doors, roofing, material removal, and facility assessments.

Parks, Buildings & Grounds Division

- Staff continue to monitor the ice rink at Lions Park, the red flag remains up and no skating is allowed at this time.
- Staff work/repairs continue with facility improvements, routine maintenance, electrical repairs, plumbing repairs, heating repairs, and daily/weekly disinfecting cleanings and organizing of equipment, vehicles, and facilities.
- Additional and more specific information available upon request

Recreation Division

Admin Items

- Staff is scheduled to meet with Jazzercise on Friday 2/16 to discuss a few housekeeping items.
- Staff is actively planning summer programs.

Athletics/Fitness/Aquatics

- Spring soccer registration increased to 34. We didn't start taking registrations until March 5 in 2022.
- Spring Soccer games run Saturdays, April 15 to June 3.
- Basketball pictures were taken on Friday, February 10. The final day for Villa Park Youth Basketball is Saturday, February 25.
- Staff continues to recruit summer pool and camp staff.
- Staff continues to set up summer athletic, fitness and aquatics programs.

Senior Program Updates

- Chair Fitness on 2/8 had 11 participants.
- Birthday Bunch & Lunch 2/9 had 54 participants.
- The free meal pickup program 2/11 had 15 participants.
- Donut Bingo 2/15 had 30 participants including new participants and their supervisor from a group home in Elmhurst.

Summer Camp

- Intent to Return Letters were sent out to past camp counselors.
- Staff continues to recruit summer camp staff.

Instructional Dance

- Dance picture day ran smoothly on Saturday, February 11 at the Iowa Community Center. Staff is preparing for the Dance Rehearsal/Recital (Feb. 17-18) at Willowbrook High School.

Support Staff and Misc. Updates

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

Fleet Services Division

- Maintenance and repair work was performed on thirteen vehicles.
- Preventative maintenance was performed on nine vehicles.
- Responded to three service calls.
- Resolved five driver's requests.
- A breakdown of repairs or maintenance is available upon request.