

# Weekly Status Report

VILLAGE MANAGER'S MESSAGE (8/18/23)

I hope the Board and others can begin to see progress on several important projects. The old Community Recreation Center is gone, and this Monday we will be securing the contracts for the construction of the Recreation Center. We should have a good idea if we can include the elevated track in the construction. The Monterey Avenue sewer separation and road improvement project is in the final stages. The Jackson Pond project is largely completed as the vegetation begins to take root. In a couple of weeks the height of the pond will drop when the restrictor that is damming the water will be removed. The Lufkin Pond stormwater project is closing out and soon the Lufkin Park improvements will start to be installed. This includes a splashpad that will be open each year for several weeks after the Jefferson Pool closes for the season.

Another project that is underway is the Comprehensive Plan Update. The last update to the Villa Park Comprehensive Plan was 2009. This document is the Villages blue print for future residential development, commercial development, transportation, and other parts of the built environment. This process requires public participation to truly be valid. There are several ways to participate. One important one is to take the on-line survey. You can follow this direct [link to the survey](#). The goal is 1,000 surveys returned. We have 309 returned so far. You can also gather your neighbors or organization and do a Do-it-Yourself Workshop or participate through Map social. For more information about the [Comprehensive Plan follow this link](#). The Comprehensive Plan gives this Board of Trustees and future Boards a reference point to say yes to some projects and redirect or decline other projects or changes in zoning.

Occasionally, I will read on social media that there is nothing to do in Villa Park. Well, the swimming pool has closed (it was ranked 9th Best Swimming Pool in Illinois by [bestthingsil.com](#))...but we have approved 17 Special Event permits this year and have two more in the approval process. Among those coming up are the Chamber of Commerce's BBQ, Bags and Business at the Ruggard Gazebo on Wednesday, September 13; On Saturday September 16 we have The PTA Council for School District 45 Fun Run in the morning, and MORE Brewing's Oktoberfest from 3pm to 9pm that night; and Saturday the 30th of September we have the Easterseals 5K Run for the Kids and the FUN Commission's Autumn Jubilee that afternoon. The Village's Brewfest is October 7th, and we are in the process of reviewing a proposed Fuel's Farmer's Market across from Fuel Restaurant and Bar on Fridays in September and October from 2pm to 7pm. And of course, the last two Thursday night concerts are coming up in Cortesi Park. Also, if you haven't recently, stop in the Villa Park Historical Museum from 11am to 3pm Tuesday through Friday and 10am – 4pm on the weekend (depending on the availability of volunteers). This doesn't even touch the surface of school events and other Chamber of Commerce and private events. There really is a lot to do in and around Villa Park.

This week we met on site with representatives of Hawthorne to address the rock stockpiles and some silt fence issues. We also took training on the agenda management system that we will launch for the September meeting - Civic Clerk. Finally, I met with department heads individually and together.

**Matt Harline,**  
Village Manager



## Committee of the Whole Agenda 8/28/2023

- Ancel-Glink Presentation on Robert's Rules and Council Procedures

## Board of Trustees Agenda Items 8/28/2023:

- Proclamation Recognizing National Overdose Awareness Week Aug 28th through Sept. 3rd, 2023.
- Ordinance Amending Section 14-207 of Chapter 14 Regulating No Parking Zones (Villa Avenue Parking Restrictions)
- Review Strategic Planning Proposals
- Resolution on Contract bids for Recreation Center
- Presentation by the FUN Commission naming the Winner of the Oldest Tree Contest.

## Other items:

- Big Rigs and Kids, Sat., Aug. 19th from 10am to noon at Cortesi Memorial Park
- August Concerts at Cortesi:
  - August 24- Strung Out
  - August 31- Jose Valdes & the Mambo All Stars
- Electronic Recycling , Sat., Aug 19 from 9am—12pm at Village Hall Lot.

# Tues. 8/15/23 Staff Meeting



## Present:

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

## Matt:

- Discussions about agenda items passed on 8/14
- October 1st—Survey results on Comprehensive Plan
- Eco Terra RDA discussion
- Trustee packet discussions—Wednesday target
- Discussions on Electric Aggregation Program
- Discussions about Farmer's Market Event on Friday's in September & October.
- Book club is on Sept 15th.
- Went over preliminary Agenda for August 28 and COW for August 28th on Robert Rules (Ansel-Glink's presentation).

## Cheryl:

- Special events—need signatures

## Steve:

- Fireworks for 8/18/23 at Willowbrook High School
- IRMA- \$4000 Grants for Stair Chair and Ballistic Gear
- Proclamation for Fire Prevention Week—Sept 25th Meeting.

## Greg:

- Lufkin Park bid reviews open on Aug 31st.—notice out.
- Pre-bids Lufkin Park Meeting
- Brewfest 119 early bird v. 96 last year
- Villa Park rated 9th Best Pool...pool line discussions
- Big Rig and Kids Event this Saturday the 19th

## Marc:

- TIF 7 Proposed Plan on file, clerk stamped,
- Belle Tire early stages of process to acquire Strat's
- Meeting with resident on August 16th.
- Permits on various projects discussed
- Discussions on new business and interior improvements

## Chuck:

- Audit nothing due from Village
- MD&A after draft audit
- P-cards need to be in today for June
- List places of eating that are delinquent on tax
- Inland Bank is now Byline —no longer taking in person

## Sandy:

- Generator worked 100%, power to specific rooms
- Working on filling staff positions, shorthanded still.
- Phones switching to VOIP on Aug. 15th. Will check 911 connections after completed.
- Finance Committee Meeting in early September, budget talks.

## Patrick:

- BBQ, Bags & Business will be held on September 13th.
- Met with broker on some properties ner Villa & Manor.
- Ace Hardware' celebrating 10 –year Anniversary , store specials
- 212 S. Villa—was Old Bank, now Captain's Bar
- EDC Commission meeting on Weds, August 16th.

## Suzanne:

- Civic Clerk Training for Agenda process
- Brewfest Licenses completed—Event October 7th.
- Discussions about State and online liquor licenses
- Civic Clerk launch date of September 1st
- Breast Cancer Awareness—submit shirt sizes, donation discussions
- Friday, October 6th is Night Golf, discussions about Raffle baskets
- Saturday, October 7th is Brewfest

## Mike G.:

- Water off on Michigan today (Tues 8/15)
- Water for Jefferson
- Painted crosswalk's for start of school year
- Vermont road patching is complete.
- Interviews scheduled for next week, numerous open positions.

# Assistant Village Manager

Assistant Village Manager, Suzanne McVey

August 18, 2023

- Civic Clerk Agenda Manager training was held on Wednesday. Significant updates are occurring on the background of the software. We intend to switch over from Granicus to Civic Clerk September 1<sup>st</sup>. At that time the website will be updated with the new platform.
- Communications Statistics:
  - Facebook Followers:
    - Village – 6,348
      - 383 new page likes since January 1<sup>st</sup>.
    - Police - 9,288:
      - 1,537 new page likes since January 1<sup>st</sup>.
    - Parks and Recreation - 2,634
      - 247 new page likes since January 1<sup>st</sup>.
- Continued analysis of Illinois Paid Leave Act and proposed implementation at the Village. Working on comprehensive update to the Village employee handbook in relation to these legislative changes and various technical updates.
- Worked with Communications Specialist and Community Development Director on implementation of additional communication strategies for the Comprehensive Plan. We are reviewing cost of postcard mailing to all households. It will also be added to the utility bill and coordinated boosted social media advertising which would reach individuals not currently following the Village social media pages.
- Assisted departments with position openings, evaluated position adjustments, drafted job description and notifications.
- Assisted with various resident concerns.
- Managed workers compensation and general liability claim processing.
- AFSCME Classification Committee meeting was rescheduled to next Thursday.
- Met with Parks and Recreation leadership team to continue development of recreation center operational budget.
- Current Job Recruitments:
  - Custodial Worker – Evening *Offer Accepted, start date Monday*
  - Corporate Custodial Worker
  - Fleet Assistant – Temporary
  - Civil Engineer
  - Part-time Firefighter/single roll medic
  - Full time Firefighter
  - Public Works Operations Assistant
  - Recreation Site Supervisor
  - Police Department – Lateral Hire Patrol Officer
  - Police Department—Court Clerk (internal posting coming soon)
  - Public Works Operation Assistant
  - Public Works Maintenance I
- Freedom of Information Act Requests Received from 8/11 to 8/17:
  - Community Development – 3
  - Fire Department - 2
  - Managers Office –3
  - Police Department – 8
  - Public Works - 1
- Total closed FOIA requests 8/11/to 8/17: 7
- Upcoming Wellness Event: Annual Flu Shot Clinic is scheduled for September 21<sup>st</sup> from 7:00am to 10:00am.

# Communications

Communications Specialist, Danny Pisano

August 18, 2023

## **Social Media:**

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

- Brewfest
- Autumn Jubilee
- Agenda and minutes
- MC2 post
- Big Rigs and Kids
- Comp Plan

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

- Beautiful Bouquets
- Brewfest
- National Cherry Pie
- Fall Winter Guide
- Big Rigs and Kids

## **Misc.**

- Updated garbage and recycling page
- Took photos of Flags at half staff
- Updated electric aggregation program page
- Updated new resident packet
- Updated Community Event page
- Attended Brewfest meeting at Iowa Community Center
- Met with Community Development Director to discuss Marketing Strategy for Comp Plan
- Added a community input tab to the website home page
- Communicating with Positive Impressions to release a comp plan post card

## Hardware-

## Software-

- Upgraded firmware on four core switches.
- Downloaded configuration backups for all network switches.
- Installed monthly security patches on all servers and rebooted.

## Miscellaneous-

- Made several changes recommended by our penetration test to secure communications.
- Two pole cameras around town were not connected to the Internet so I reset the modems and they came back online.
- Met with our door fob vendor to get a quote on two additional doors at fire 82.
- Working with new phone vendor to switch service to them.

## Phishing Security Test Report

07/28/2023 - 08/08/2023

### Campaign: Monthly

Monthly from category: Banking and Finance, Social Networking, IT, Government, Online Services, Current Events, Healthcare, Phishing For Sensitive Information, Brand Knock-Offs, Business, Attachments with Macros, Human Resources, Reply-To Only \*No Links or Attachments\*, Outdoor/Sporting Goods, Mail Notifications, Data Breach, Coronavirus/COVID-19 Phishing

Groups: All users

Statistics		See report at <a href="https://training.knowbe4.com">https://training.knowbe4.com</a>						
1.1%	174	174	2	0	0	0	17	0
Phish-prone Percentage	Recipients	Deliveries	Clicks	Attachment Opened	Data Entered	Other Failures	PAB Reported	Bounces

# Finance

Finance Director, Chuck Howard

August 18, 2023

## Finance Department

### Finance Specialist

- 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 August 21st bill listing.
- Backed up all UB duties due to maternity leave.
- Trained with Byline Bank on new software.

### Utility Billing

- Maternity Leave

### Payroll

- Worked with Caselle on workman's comp issue.
- Added new hires into the system.
- Completed several employee verifications.

### Accountant

- Reconciled weekly Cash Receipts and Utility Billings.
- Sent out July financial reports to Department Heads.
- Working with auditors on remaining open items.
- Met with Recreation staff to resolve Card Connect issues.

### Finance Supervisor

- Continued balancing the cash drawer to check for accuracy of money being posted to correct accounts.
- Processed meter change outs and smartpoints for U/B.
- Worked with Inland Bank on their transfer to Byline Bank.
- Trained with Byline Bank on new software.
- Processed 14 water terminations due to non-payment.

### Finance Director

- Submitted 2024 Revenue Base Calculation to IRMA from 2022 draft audit report received.
- Began discussion regarding expansion of in person utility payment options to replace Byline Bank.
- Begin completion of statistical items section of 2022 audit report to assist auditors in finalization of 2022 draft report received.
- Assisted in completion of MFT audit inquiries for IDOT auditors.



# Villa Park Police Dept.

Police Chief, Michael Rivas

August 18, 2023

DATE: August 10th, 2023—August 16th, 2023

STATISTICAL DATA	SPECIAL ATTENTION DETAILS
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Total CAD tickets generated	371	First Day of WBHS
Officer generated traffic stops	35	Assisting Other Agencies
Traffic Citations issued	13	Speeding Autos on Secondary Streets
Traffic Warning Tickets issued	21	Flock Camera Hits for Stolen Vehicles/Wanted
Number of Bookings Processed	7	Pursuits and Stop Stick Deployment
DUI Arrests	0	Summer Concert Series
Admin. Tows Initiated	1	Saturation Patrols
Local Adj./Village Ord.	0	Domestic Violence
Parking citations issued	36	Mental Illness Calls for Service
Compliance violations	1	Motel 6
Vehicles Booted	0	Traffic Stops
Vehicles Booted (YTD)	3	Restaurants and Bars
Vehicles Booted Total	13	Retail Thefts

CURRENT INVESTIGATIONS
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- Battery- Villa Park Officers took a report of a battery to a juvenile in the 200 block of North Third Ave. The investigation is ongoing.
- Battery- Villa Park Officers took a report of a battery to a subject in the 900 block of North Ave. The investigation is ongoing.
- Fraud- Villa Park Officers took a report of fraud where a scanning device was located on the credit card reader at the VP Fruit Market. The investigation is ongoing.
- Fraud- A subject reported they were the victim of fraud, and they reside in the 500 block of South Euclid. The investigation is ongoing.
- Disorderly Conduct– A Villa Park Officer took a report for an unknown juvenile who lit fireworks inside a port-a-potty at Jackson Middle School. There is no suspect information. The investigation is ongoing.
- Criminal Damage to Property- A subject reported someone struck his vehicle with a rock when it was parked in the area of Villa and Vermont. The investigation is ongoing.
- Burglary to Motor Vehicle– Villa Park Officers took a report from a subject who claimed was the victim of a burglary to his vehicle while parked at the Walgreens on Roosevelt. The investigation is ongoing.
- Retail Theft - An unknown subject entered the Walmart and removed several eyeglasses on display without paying. The investigation is ongoing.

## ARRESTS

- Aggravated Fleeing and Eluding/ Possession of a Stolen Motor Vehicle
- Retail Theft x 3
- Endangering the Life of a Child
- DUI x 2
- No Valid Driver's License/ No Insurance
- Driving With Suspended License x 2
- Domestic Battery x 2
- In-Jurisdiction Warrant x 2

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

## CRIME FREE HOUSING

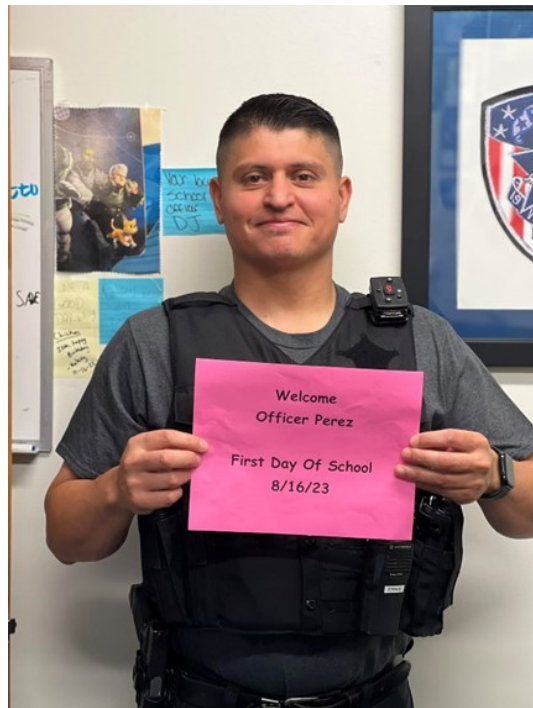
Nothing new to report.

### MEETINGS

- Department Head Meeting
- Meeting with Village Manager Harline
- Hosted MERIT Exec Board Meeting
- Hosted DuPage Chief's Exec Board Meeting
- Flash Channel Progress Meeting

### OTHER ACTIVITIES

- Celebration of Life and Processional for dearly departed Records Clerk Laurie Conforti-Zimmerman
- Police Radio Focus Group Meeting
- Police Lateral Interviews with Police Commission
- SRO Meeting with Village Attorney



Villa Park Officer Perez enjoying his first day as the Willowbrook High School-School Resource Officer.



# Villa Park Fire Dept.

Fire Chief, Steve Stapleton

August 18, 2023

**Week of August 6-12**

**Incident Report- Fire and EMS calls 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	3
EMS call, excluding vehicle accident with injury	39
Motor vehicle accident with injuries	2
	<b>Total: 44</b>
<b>Incident Type Category: 4 - Hazardous Condition (No Fire)</b>	
Gas leak (natural gas or LPG)	1
Power line down	1
Arcing, shorted electrical equipment	2
	<b>Total: 4</b>
<b>Incident Type Category: 5 - Service Call</b>	
Unauthorized burning	1
	<b>Total: 1</b>
<b>Incident Type Category: 6 - Good Intent Call</b>	
Good intent call, other	1
Smoke scare, odor of smoke	1
	<b>Total: 2</b>
<b>Incident Type Category: 7 - False Alarm &amp; False Call</b>	
Direct tie to FD, malicious false alarm	1
Smoke detector activation due to malfunction	2
Smoke detector activation, no fire - unintentional	1
	<b>Total: 4</b>
	<b>Total: 55</b>

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

Incident Type	Total Incidents
<b>Incident Type Category: 3 - Rescue &amp; Emergency Medical Service Incident</b>	
EMS call, excluding vehicle accident with injury	1
Rescue or EMS standby	1
	<b>Total: 2</b>
<b>Incident Type Category: 6 - Good Intent Call</b>	
Smoke scare, odor of smoke	1
	<b>Total: 1</b>
	<b>Total: 3</b>

Total EMS/Fire Calls: 58  
 Total Mutual Aid Calls to Date: 238  
 Total EMS/Fire Calls to Date: 2025

## Programs Offered in the Week of August 13–19

- Spice Club Kit Pick-Up
- Rhythm & Rhyme Community Storytime
- Anime & Manga Club
- Intro to Computers
- Adult Book Box Subscription sign-up
- Three "Make-and-Bake" Meals with Chef Maddox
- A Living History Portrayal by Leslie Goddard: Pan Am Betty

## Upcoming Programs

**A Living History With Leslie Goddard**  
**Betty The Pan Am Stewardess**



**Monday, August 21**  
**7 - 8:30pm**

In this historical portrayal, historian Leslie Goddard, Ph.D., takes you on an exciting, true story about the real-life stewardesses for Pan Am, the most glamorous U.S. airline. Buckle up – this is one flight you won't forget.

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**Three "Make & Bake"**  
**Meals**  
with Chef Maddox



**Tuesday, August 22**  
**7:00 - 8:30 pm**

Chef Susan will prepare three great recipes with ease of cooking in mind, but still a ton of flavor!

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## Meetings and Training Sessions

- Department Heads meeting
- Village Department Heads
- Rotary Club meeting
- Kiwanis Club meeting
- DuCap Committee meeting
- TikTok Team meeting
- Webinar: Cataloging Basics (6 sessions)
- Friends of the Villa Park Library Board meeting

**Library Services**

- Online catalog updated with the week's new items
- Summer Lunch provided for children on Tuesdays, Wednesdays, and Thursdays
- Grab & Go crafts given out at the North School Pop-Up
- Grab & Go crafts given out at the Village of Villa Park Parks & Recreation Concert
- Grab & Go crafts given out at Movies in the Park
- Book display created: Beastly Books (adult novels told from the point of view of the animal protagonists)
- 24 Hour Lockers: 76 patrons served
- Passport Application Service: 9 new passport applications processed
- Displays: 2 displays in the High School Collection created: Dive into Mermaid Books; For Fans of Red, White & Royal Blue

**In the works...**

- Preparations for the adult book box subscription program finalized
- New design for St. Patrick's Day book stickers and Ramadan book stickers created
- Planning and preparation of August STEAM take-home kits

**Submitted by Sandra Hill, Library Director**

# Community Development

Director of Community Development, Marc McLaughlin

August 18, 2023

## Community Development Director Updates:

- Community Development Director Updates:
- Staff participated in user training for the new agenda software.
- Staff attended training for the new code enforcement ticket program set to go live in September.
- Staff attended PZC meeting with two agenda items. PZ-23-07 – Variation at 11 E Van Buren St and PZ-23-10 – Special Uses, Variations, and Plat of Subdivision at 320 E Wildwood Ave (Rec Center). Both received recommendation of approval and will proceed to the Board.

	<b>Aug 10, 2023 Aug 16, 2023</b>	<b>2023 YTD</b>	<b>Aug 10, 2022 Aug 16, 2022</b>	<b>2022 YTD</b>	<b>2022 Totals</b>
<b>Permits Issued</b>	26	1058	378	1111	1980
<b>Plan Reviews</b>	5	312	0	262	321
<b>Building Inspec- Follow-Up Inspec- tions</b>	50 64	1472 1413	56 44	1433 1108	2465 1860
<b>Site Visits</b>	32	1149	15	978	1432
<b>Property Main. Vio- lations</b>	40	1414	31	1321	1793
<b>Tickets Issued</b>	22	399	7	310	457
<b>Adjudication Cases</b>	0	313	0	227	393
<b>Liens Filed</b>	19	116	0	126	168
<b>C.O. Inspections</b>	3	72	0	79	111
<b>Vacant Property In- spections</b>	1	44	0	48	84
<b>Vacant Properties Registered</b>	0	10	0	9	17

## Economic Development

### **Kenilworth TIF Façade Improvement Program**

Extensive exterior renovations to 212 S. Villa Avenue have been completed. Interior remodeling has begun.



### **Villa Park Ace Hardware** (46 S. Villa Avenue)

On August 19th, the store will host a grand anniversary celebration, complete with in-store festivities, interactive demos, and giveaways.

### **Business Attraction**

Staff met with a broker August 14 representing a user searching for industrial space. The proposed St. Charles TIF district also was discussed for commercial and retail opportunities.

### **Villa Park Chamber of Commerce**

Staff attended the Chamber meeting August 15. The Chamber has been preparing for its next two events – B3: BBQ, Bags, & Business Tournament September 13 and its golf outing at Sugar Creek Golf Course September 22.

### **Economic Development Commission**

The commission met August 16. The commission discussed its business retention visits program and welcomed a new commission member.

### **Yes Villa Park**

The website was updated to promote the Concerts at Cortesi Summer Series continuing August 17 with the group, Murley Music, and the Big Rigs & Kids event August 19 also at Cortesi Park.

Participated in the department head staff meeting.

Met with Manager Harline.

# Public Works

Director of Public Works, Michael Guerra

August 18, 2023

## Public Works Highlights

- The connection of water services to the new water main on Michigan Avenue was completed this week as a part of the Michigan and Vermont Improvement Project. Following the completion of the services, the connections of the new water main to the existing water system at Michigan and Plymouth were also made this week, and the old water main has been retired and abandoned. The contractor is now working to remove existing pavement, curb and gutter, driveway aprons, and sidewalks in preparation for the construction of the new roadway. When it comes time to pour new concrete curb and gutter, driveway aprons, and sidewalks, residents will unfortunately lose driveway access for a period of one to two weeks to allow the concrete work to take place. Residents will receive additional notice of these upcoming efforts by way of paper door hangers notifying as to the dates when driveway access will be restricted. Residents will be permitted to park on the street overnight, where permitted, while driveway access is restricted. Residents with special needs are encouraged to contact the village's Engineering Division so that accommodations can be made during the time that driveway access is restricted.
- The installation of "predator protection" as a part of the Jackson Pond Expansion Project was completed this week. The protection measures consist of physical barriers to prevent ducks, geese, rodents, and other animals from feeding on the new plant material that was installed as a part of the project. This protection must remain in place for some time to allow the new plants to establish.
- A construction contract for the village's second and final Rebuild Illinois Resurfacing Project has been executed. The contract has been submitted to IDOT for review and approval, as required by the Rebuild Illinois bond funding awarded to the project. After the village receives that required approval from IDOT, construction may begin.
- The completion of punch list work is mostly complete as a part of the Monterey Avenue Improvement Project. One of the remaining items—the replacement of sod that did not survive—will be deferred until at least early September, and possibly even further if necessary, until temperatures are more favorable and any newly-replaced sod has a better chance of survival. The other remaining punch list items are fairly minor, and should pose little to no impact to residents.
- Public Works has advertised multiple job postings for open positions. Staff is working to schedule job interviews with potential candidates.

**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, the village has been awarded CDBG grant funding for the construction of two smaller portions of the larger project. See **“Michigan and Vermont”** below for more information on one of these two portions of the larger project.

**Jackson Pond** The installation of “predator protection” as a part of the Jackson Pond Expansion Project was completed this week. The protection measures consist of physical barriers to prevent ducks, geese, rodents, and other animals from feeding on the new plant material that was installed as a part of the project. This protection must remain in place for some time to allow the new plants to establish. 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.

**Michigan & Vermont** The connection of water services to the new water main on Michigan Avenue was completed this week. Following the completion of the services, the connections of the new water main to the existing water system at Michigan and Plymouth were also made this week, and the old water main has been retired and abandoned. The contractor is now working to remove existing pavement, curb and gutter, driveway aprons, and sidewalks in preparation for the construction of the new roadway. When it comes time to pour new concrete curb and gutter, driveway aprons, and sidewalks, residents will unfortunately lose driveway access for a period of one to two weeks to allow the concrete work to take place. Residents will receive additional notice of these upcoming efforts by way of paper door hangers notifying as to the dates when driveway access will be restricted. Residents will be permitted to park on the street overnight, where permitted, while driveway access is restricted. Residents with special needs are encouraged to contact the village’s Engineering Division so that accommodations can be made during the time that driveway access is restricted.

**Monterey** The completion of punch list work is mostly complete. One of the remaining items—the replacement of sod that did not survive—will be deferred until at least early September, and possibly even further if necessary, until temperatures are more favorable and any newly-replaced sod has a better chance of survival. The other remaining punch list items are fairly minor, and should pose little to no impact to residents.

**Rebuild Illinois** A construction contract for the village’s second and final Rebuild Illinois Resurfacing Project has been executed. The contract has been submitted to IDOT for review and approval, as required by the Rebuild Illinois bond funding awarded to the project. After the village receives that required approval from IDOT, construction may begin.

### Public Works Weekly Statistics

	Week of 08/18/23	Month to Date
<b>Overall</b>		
Service requests	183	357
<b>Streets</b>		
Pothole patching	0	0
Tree trimming	10	13
Tree removal	2	4
Tree limb pickup	1	5
<b>Utilities</b>		
JULIE locates	102	187
Sewer services televised	0	0
Inlets / catch basins cleaned	0	12
Water shutoffs performed	14	19
Water meter repair/replacement		
¾"	39	63
1"	0	0
Large meters installed	0	0
In-house meter testing	0	0
Water valves exercised	0	23
Sewer televised (feet)	0 feet	125 feet

# Parks & Recreation

Parks, Recreation and Fleet Services, Director Greg Gola

August 18 2023

## Administration

- Staff met with Williams Architects to discuss street lighting and drainage for the new rec center.
- Staff submitted RFP's to multiple firms for survey and layout, temporary fencing, and commissioning services for the new rec facility.
- Additional and more specific information available upon request.

## Parks, Buildings & Grounds Division

- Staff work/repairs continue with event prep, pool maintenance, routine maintenance, HVAC repairs, plumbing repairs, electrical repairs, sport fields, landscaping, service requests, inspections, and daily/weekly disinfecting cleanings and organizing of equipment, vehicles, and facilities.
- Additional and more specific information available upon request.

## Recreation Division

### Aquatics

- Pool Pass Sales -- 455; \$28,354 (In 2022 - 529; \$31,843)
- Pool Gate Attendance & Admission – 13,978 patrons; \$35,524
- (In 2022 – 14,863; \$35,060). (Camp Revenue checks received.)
- Jefferson Pool is open Saturdays and Sundays from 12-6pm through Sunday, September 3.
- We will offer Adult Swim 7-8pm on the same days that ATWB Swim Team will hold practices 6-8pm from Wednesday, August 16 to Wednesday, August 30.

### **Athletics**

- There are 128 Fall Soccer League participants registered as of August 16. In 2022 on the same date, there were 98 participants registered, with a total of 107 registered for the season.
- Fall Soccer practice starts the week of August 21. Games start Saturday, September 9. We are still recruiting coaches.

### **Senior Program Updates**

- Dining Destinations took 10 participants to Wheatstack Grill in Lisle on August 8.
- Donut Bingo on August 9 had 26 participants.
- Birthday Bunch & Lunch on August 11 had 50 participants.
- The free senior meals program with the DuPage Sheriff's Department had 15 participants on August 12.

### **Special Events**

- Thursday night concerts at Cortesi Veterans Memorial Park.

Date	Band	Attendance	Ice Cream / Glow Toys Revenue	
August 3		Mr. Myers	400 attended	\$237
August 10		Chicago's Own Piano Man	700 attended	\$286

- Big Rigs and Kids is Saturday, August 19th, from 10am-12pm at Cortesi Veterans Memorial Park. 20 vehicles are participating.

### **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 summer season and updated the building schedules. Additional information available upon request.

## Fleet Services Division

- Preventative maintenance was performed on Public Works cars 75 and 76, car 75 also had an exhaust leak fixed. Car 76 had a new belt tensioner installed.
- Parks van 249 was in for an oil change.
- Public Works chipper was looked at and needs a new clutch assembly.
- Police car 188 was in to replace wiper blades.
- Police car 189 was in for a dead battery.
- Police car 196 is in the shop having a new radiator installed.
- Fire ambulance M80 was in the shop to replace air compressor for air ride suspension, a new right side headlight was replaced and an oil change was done.
- Police car 192 new setup is being finalized, flash patterns are being programmed, and final testing and inspections are being done; car should be in service by the end of the week.