

Weekly Status Report

VILLAGE MANAGER'S MESSAGE

Today we met for another version of the Leadership Book Club, which I always enjoy tremendously. We also had a lively discussion on core values of the organization with the goal of developing vision and mission statements for the staff. Looking to wrap this up in January.

This morning many employees gathered for an in-person presentation about our health insurance benefits. It was another chance for me to address the staff about the future and vision for the team and also a chance for them to ask questions and learn about their robust healthcare package. We have made several improvements this year for just over a two percent increase. Among the improvements are increased life insurance and a better short term disability option. This is part of our goal to become an employer of choice in DuPage County.

On Wednesday I attended the ILCMA Leadership Institute at the NIU Naperville Campus. The best part of it was meeting more local government management professionals. The program was geared toward first time managers but it contained many excellent reminders of best practices. The speakers were all experienced village managers from the area who made available new resources.

Later that night I attended the Economic Development Commission meeting. They were reviewing their purpose, powers and duties. Currently they are doing some retention visits and discussed a recent visit with Lunar Brewing. The original function of the Commission was to make recommendations on special business districts, and there has been little call for that recently. They will continue their discussion on how to be the most value to the Village at their next meeting.

I received a call this afternoon from Senator Glowiak Hilton's office confirming six different allocations from State Bond Legislation, these will enhance public safety and other Village projects. This provides a little more relief to the annual budget process. This also demonstrates the importance of cooperation from our State Legislators.

Speaking of the budget, we will hold the Public Hearing for the Annual Budget on Monday, November 27th at 6:45 p.m. at Village Hall. Copies of the draft budget are available online, at the Public Library, and in Village Hall.

There will not be a Weekly Report next Friday, as the office is closed.

Happy Thanksgiving.

Matt Harline
Village Manager
11/17/2023



Board of Trustees Agenda Items 11/27/2023

- Public Hearing on the FY 2024 Operating Budget for the Village of Villa Park
- Update of Sewer Reimbursement Program—Ordinance— First Reading
- Change Order #1 for additional sidewalks—Rebuild IL—Street Overlay Project (Vermont & Michigan)
- Contract Amendment Civiltech Engineering to close out Monterey Improvement Project-Phase III
- Establishing Paid Leave for Part-Time Employees—Ordinance—First Reading

Other items:

- **Joint Review Board Meeting— St. Charles TIF #7 on Nov 27**
- **Free Leaf pick runs through December 8th.**
- **Village Offices will be closed on Thursday, November 23 and Friday, November 24, 2023 for the Thanksgiving Holiday.**
- **LRS Garbage Pick-up will be on Friday for residents who have a Thursday pick-up next week.**

Tues. 11/14/23 Staff Meeting



Present:

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

Matt:

- Review of Agenda items from 11/13 Trustees' Meeting.
- Discussed upcoming Agenda for 11/27/23
- Sugar Creek Golf Course budget discussions
- **No Weekly Report will go out on 11/24**
- Discussions on declaring equipment and property as surplus for sale/disposal
- Agenda items to Melissa on Monday by noon, final form 8am on Wednesday
- Will be at conference on Wednesday 11/15.

Suzanne:

- Declaring surplus items as related to Grant money. Permanency of items.
- Benefits Meeting on Friday 11/17 at 8:30 a.m. Spouses invited. Open enrollment begins on 11/20.
- Discussion of Ordinance to address Paid Leave for All Workers; designations of p/t vs temporary.
- Time and Attendance software discussion on additional options.

Brian S.:

- Presentation on Cybersecurity Measures

Mike G.:

- Paving patch along Wildwood
- Sweeping of leaves ongoing
- Trucks are being prepped for snow and ice response
- Working on truck scales PD
- IEPA—Sewer docs for Lions should be ready

Mike R.:

- Thanksgiving phones (10-15) will be available on Thanksgiving for recruits to use to call home.
- Flock contract is coming due
- Will be in training on Weds and Thursday next week.

Sandy:

- Resources letter will be going out
- Library accepted donation and will create a Villa Park Garden Club Legacy Program with their remaining funds.

Chuck:

- Working on budget, discussions about transfers, invoices and other items.
- Working on tracking of aging with A/R invoices.

Marc:

- Economic Development Commission meeting on 11/15, they have one opening on Commission.
- Upcoming 11/27 agenda item for variation approval from P & Z.
- Joint Review Board Meeting—Nov 27 afternoon, Jan 8th for Hearing at Board Meeting.
- Discussions on no permit amnesty program for December.
- Will be out Tuesday and Wednesday next week

Greg:

- Byline Bank meeting—sponsorship interests and discussions, he will call to discuss with Colton.
- Working on hiring a Home Avenue custodian.
- Parks and Rec Advisory Commission meeting (11/14)
- Discussion about using D45 gym.
- Out on Friday 11/17.

Steve:

- Discussion on holiday lunch for department heads.
- Medic re-chassis has started— estimated March of 2024 for completion.
- OSFM Audit went well
- Has DuComm meeting today 11/14.
- Thank you to Assistant Village Manager Suzanne McVey on a H/R Personnel issue.

Cheryl:

- Weekly reports—requested they please be in by noon on Thursday.

Assistant Village Manager

Assistant Village Manager, Suzanne McVey

November 17, 2023

- Employee open enrollment is anticipated for the week of November 20th. Employees and retirees will utilize the call center with Benefit Consultants to finalize benefit selections. Open enrollment will last between November 20th to December 1st. We will be moving away from Maxwell Health as our employee benefit software and implementing Employee Navigator.
- Retiree Supplemental Medicare meeting was held on Thursday November 16th. Approximately a dozen retirees attended to learn more about new offerings for retirees for the 2024 plan year.
- Open Enrollment benefit meeting was held for employees on Friday November 17th. Approximately 60 employees attended ahead of open enrollment.
- Processed workers compensation and general liability claims.
- Attended IDHS Fiscal Administrative Exit Interview related to our ongoing audit with the Illinois Department of Human Services for various grant funded program.
- Continued work on Paid Leave for All proposed ordinance, remote work policy, ADA policy, and civil rights policies.
- Working with department heads on personnel issues.
- Assisted the Village Manager in discussions related to union agreements, grievances, and meetings.
- Continued coordination of time and attendance software implementation. Anticipate beginning software use first full payroll in 2024. Information to employees will be forthcoming.
- Continued support of budget development, updating org charts, narratives, and personnel costs in coordinated with the Finance Department.
- Current Job Recruitments:
 - Civil Engineer – (recruitment reopen)
 - Recreation Site Supervisor – Part Time
 - Part-time Firefighter/single roll medic
 - Public Works Lead Worker – (Internal Posting)
 - Police Department – Lateral Hire and Part Time Patrol Officers
 - Police Department – Records Technician (Offer Pending)
- Freedom of Information Act Requests Received from 11/10 to 11/16:
 - Community Development – 7
 - Fire Department - 1
 - Managers Office/Finance -2
 - Police Department – 12
 - Public Works – 0
 - Parks and Recreation - 0
- Total closed FOIA requests 11/10 to 11/16: 23

Communications

Communications Specialist, Donny Pisano

November 17, 2023

Social Media:

Facebook posts this week:

- Veterans Day ceremony photos
- FUN commission Halloween house
- Food drive
- Electronic recycling

Parks & Rec Facebook posts this week:

- Veterans Day
- Fall camp
- NEDSRA
- High school basketball league

Misc.

- Attended Veterans Day Ceremony
- Took, Edited, and Posted Vet Day photos.
- Updated recreation update page
- Updated Community Events page and calendar
- Forwarded resident's questions.
- Researched and redesigned new resident webpage

Hardware-

Configured three new PD phones into our mobile device management software.

Software-

Upgraded firewall to new version.

Upgraded our wireless controller to a newer version.

Miscellaneous-

Pulled a new wire for the analog backup phone line at fire station 82.

Working with timeclock vendor on configuring the data.

Testing the new phone carrier connection.

Phishing Security Test Report

10/30/2023 - 11/12/2023

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 https://training.knowbe4.com						
3.6%	167	167	4	2	0	0	22	0
Phish-prone Percentage	Recipients	Deliveries	Clicks	Attachment Opened	Data Entered	Other Failures	PAB Reported	Bounces

Phish-prone Percentage is calculated from the total number of phishing test failures divided by the number of emails delivered.

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 November 20th bill listing
- Working with Community Development on delinquent places of eating payments

Utility Billing

- Processed meter change outs
- Processed final bills for residents moving out of the Village
- Assisted residents regarding utility billing concerns
- Processing liens to be filed at DuPage County

Payroll

- Processed November 17th payroll
- Working on quarterly taxes

Accountant

- Reconciled weekly Cash Receipts and Utility Billings
- Reconciled bank statements for October
- Analyzed revenue and expense report

Finance Supervisor

- Continued balancing the cash drawer to check for accuracy of money being posted to correct accounts
- Continue preparing final budget
- Attended IDHS audit meeting
- Sent out liquor license renewal mailings and emails

Finance Director

- Reviewed supporting spreadsheet for annual Tax Levy
- Reviewed projected Budget corporate transfers to capital accounts
- Reviewed Annual DSEB Bond closing documents
- Participated in Final remote IDHS audit finding discussions



Villa Park Police Dept.

Police Chief, Michael Rivas

November 17, 2023

DATE: November 9, 2023—November 15, 2023

STATISTICAL DATA		SPECIAL ATTENTION DETAILS	
Total CAD tickets generated	326	Willowbrook High School	
Officer generated traffic stops	32	Elementary School Patrols	
Traffic Citations issued	19	Special Events	
Traffic Warning Tickets issued	9	Speeding Autos on Secondary Streets	
Number of Bookings Processed	5	Flock Camera Hits for Stolen Vehicles/Wanted	
DUI Arrests	0	Saturation Patrols	
Admin. Tows Initiated	0	Domestic Violence	
Village Ordinance	0	Mental Illness Calls for Service	
Parking citations issued	16	Motel 6	
Local Adj./ Compliance violations	4	Traffic Stops	
Vehicles Booted	0	Restaurants and Bars	
Vehicles Booted (YTD)	4	Retail Thefts	
Vehicles Booted Total	13		

CURRENT INVESTIGATIONS

- Retail Theft- Villa Park Officers took a retail theft report of a male who filled a backpack with items at Walmart. Investigation is ongoing.
- Death Investigation- Villa Park Officers were on scene for a drug overdose that resulted in a death. The investigation is ongoing.
- Attempted Retail Theft – A Villa Park Officer took a report for an attempted retail of property at the Target. The investigation is ongoing.
- Theft From Person– A Villa Park Officer took a report for a victim who had his money taken out of his hand at an ATM on Roosevelt. The investigation is ongoing.
- Traffic Crash/ Fatality- Villa Park Officers assisted Oak Brook Terrace PD with a traffic crash that resulted in a death. The investigation is ongoing.
- Retail Theft/ Possession of a Controlled Substance- A Villa Park Officer arrested two subjects in the Target Parking lot for retail theft and possession of heroin. The investigation is ongoing.
- Domestic Battery - A subject battered her girlfriend in the area of St. Charles and Illinois. The investigation is ongoing.
- Hit and Run- A juvenile was struck by an unknown vehicle and fled the scene in the area of Addison and Vermont. The investigation is ongoing.

ARRESTS

- Driving with a Suspended License/ No Insurance
- Retail Theft x 4
- Criminal Drug Conspiracy
- Battery 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
- MERIT Executive Board
- DuPage Chief's Executive Board
- DuPage Chief's General Meeting

OTHER ACTIVITIES

- Dayshift Attended Veteran's Ceremony at VFW
- EVOG Driver Training for all Patrol and Detectives
- D88 Heritage Spanish Partnership
- Investigative Case Review
- Chief Attending Leadership Conference
- IRMA Steering Committee



Villa Park Fire Dept.

Fire Chief, Steve Stapleton

November 17, 2023

Week of November 5-November 11, 2023

Incident Report- Fire and EMS calls by type of call

Incident Type	Total Incidents
Incident Type Category: 1 - Fire	
Cooking fire, confined to container	1
	Total: 1
Incident Type Category: 3 - Rescue & Emergency Medical Service Incident	
EMS call, excluding vehicle accident with injury	36
Motor vehicle/pedestrian accident (MV Ped)	1
Motor vehicle accident with no injuries.	1
Extrication, rescue, other	1
	Total: 39
Incident Type Category: 4 - Hazardous Condition (No Fire)	
Carbon monoxide incident	1
Power line down	1
	Total: 2
Incident Type Category: 5 - Service Call	
Police matter	1
	Total: 1
Incident Type Category: 6 - Good Intent Call	
Dispatched and cancelled en route	1
	Total: 1
Incident Type Category: 7 - False Alarm & False Call	
Smoke detector activation due to malfunction	1
Alarm system sounded due to malfunction	2
CO detector activation due to malfunction	1
Smoke detector activation, no fire - unintentional	1
Carbon monoxide detector activation, no CO	1
	Total: 6
	Total: 50

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

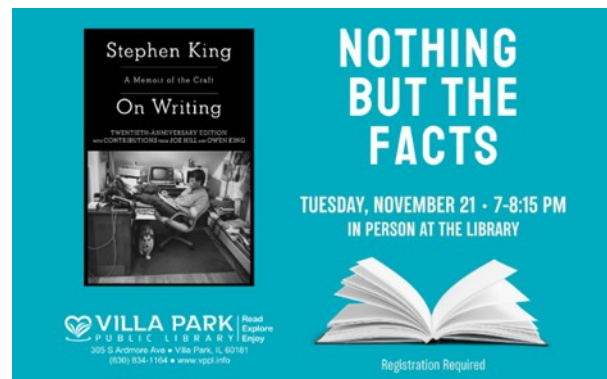
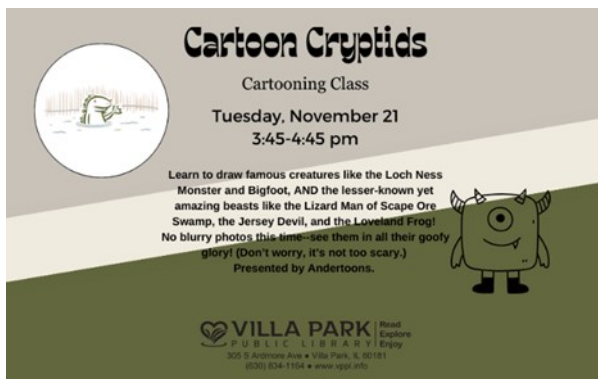
Incident Type	Total Incidents
Incident Type Category: 1 - Fire	
Building fire	3
	Total: 3
Incident Type Category: 3 - Rescue & Emergency Medical Service Incident	
Medical assist, assist EMS crew	1
EMS call, excluding vehicle accident with injury	6
	Total: 7
Incident Type Category: 6 - Good Intent Call	
Dispatched and cancelled en route	1
	Total: 1
Incident Type Category: 7 - False Alarm & False Call	
Smoke detector activation, no fire - unintentional	1
	Total: 1
	Total: 12

Total EMS/Fire Calls: 62 Total Mutual Aid Calls to Date: 369 Total EMS/Fire Calls to Date: 2839

Programs Offered in the Week of November 19–25

Rhythm & Rhyme Community Storytime
THE CRAYONS Party!
Teen Writing Circle
Great Decisions 2023
Cartoon Cryptids: Cartooning Class
Nothing But the Facts: On Writing ~ A Memoir of the Craft by Stephen King
Holiday Matinee
Happy Healthy Yoga

Upcoming Programs



Meetings and Training Sessions

Department Heads meeting
Village Department Heads
Rotary Club meeting
Kiwanis Club meeting
Pages Staff meeting
Policy Committee meeting
Meeting with Chamber of Commerce Director
Friends of the Villa Park Library Board meeting

Library Services

- Teen Writing Contest conducted during the month of November
- Online catalog updated with the week's new items
- Classes taught by People's Resource Center hosted by library: *Practical English; Intro to Computers*
- VPPL Mini-Library held at Jefferson Middle School
- Tech one-on-one training and assistance session scheduled and held with 1 patron
- Book displays created: *Soup's On!; Native American Heritage Month; YA Characters Who Write*
- 24 Hour Lockers: 69 patrons served
- Passport Application Service: 7 new passport applications processed

DINovember @ the Library

Villa Park Public Library
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Dinosaur Zoom Meeting. 🦖 🦕
#Dinovember2023



Villa Park Public Library
Published by Kandice Atwork · 3d · 🌐

Oh dear...it looks like the dinosaurs found our copy machine in the vending area! 🦖 🦕
Did you know the library has a photocopier on the first floor if you just need to run in and make a few quick copies? Copies are \$.10 each for black and white, \$.50 for color. Just pay the staff at the desk when you are done!



In the works...

- Planning and preparation of two projects in the Materials Services Department: Giving Tree 2023; YS Braille collection
- Youth and Adult fall and winter program planning and preparation
- Digital flyers revised and updated
- Planning with Chamber of Commerce for Cocoa Crawl program
- DINovember programming
- Teen Book Bag planning and preparation
- Adult Book Bag subscription planning and preparation
- Collection development

Submitted by Sandra Hill, Library Director

Community & Economic Development

Marc McLaughlin, Director of Community & Economic Development

November 17, 2023

Community & Economic Development Director Updates:

- The Economic Development Commission held their meeting Wednesday November 16, 2023.
- Staff reviewed the draft Villa Ave Parking Study with the consultant.
- Staff met with a developer regarding redevelopment opportunities along St Charles Corridor.

	Nov 10, 2023 Nov 16, 2023	2023 YTD	Nov 10, 2022 Nov 16, 2022	2022 YTD	2022 Totals
-					
Permits Issued	39	1538	12	1637	1980
Plan Reviews	9	434	5	364	321
Building Inspections	66	2082	28	2156	2465
Follow-Up Inspections	29	1975	34	1710	1860
Site Visits	26	1688	24	1287	1432
Property Main. Violations	27	1828	25	1703	1793
Tickets Issued	11	520	12	430	457
Adjudication Cases	0	492	0	364	393
Liens Filed	0	137	0	166	168
C.O. Inspections	5	104	4	107	111
Vacant Property Inspections	0	53	1	68	84
Vacant Properties Registered	0	12	0	12	17

Public Works

Director of Public Works, Michael Guerra

November 17, 2023

Public Works Highlights

- Crews completed pavement patching this week, both permanent and temporary, on East Wildwood Avenue following the in-house construction of new water main. The temporary portion of the pavement patching was constructed in the vicinity of the proposed Lions Park Community Recreation Center, where the recreation center construction is expected to have further impacts on the pavement prior to its completion.
- Staff attended the monthly meeting of the Environmental Concerns Commission (ECC) this week.
- Public Works crews performed street sweeping operations throughout the village this week. These operations will continue as weather permits.

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, 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 Public Works and construction engineering consultant representatives have performed a site inspection as a part of the Jackson Pond Expansion Project to evaluate the progress of the new plantings and vegetation that were installed as a part of the project. Staff has also held a meeting with the contractor to review the results of that inspection, to reconcile final quantities, and to discuss project closeout. 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 All punch list work has been completed. Replacement of sod that was placed as a part of parkway restoration efforts that did not survive has been replaced. The new sod is subject to a 30-day establishment period prior to final acceptance of the project. A final balancing change order has been approved. Staff is also working through all of the documentation and reporting efforts that are required by the CDBG grant funding attached to the project.

Monterey All punch list work has been completed. A final balancing change order has been approved. Public Works staff is in the process of completing efforts related to contract and loan close-out.

Rebuild Illinois The only site work remaining is the establishment period for the new parkway sod and the completion of punch list work.

Tri-Trail Construction continued this week. Current efforts underway are earth excavation and the placement of aggregate base course. Those efforts are expected to continue for the foreseeable future.

Public Works Weekly Statistics

	Week of 11/17/23	Month to Date
Overall		
Service requests	87	289
Streets		
Pothole patching	4	12
Tree trimming	4	12
Tree removal	2	4
Tree limb pickup	4	8
Utilities		
JULIE locates	43	81
Sewer services televised	1	1
Inlets / catch basins cleaned	13	24
Water shutoffs performed	22	22
Water meter repair/replacement		
3/4"	18	49
1"	0	0
Large meters installed	0	0
In-house meter testing	16	16
Water valves exercised	8	22
Sewer televised (feet)	700 feet	700 feet

Parks & Recreation

Parks, Recreation and Fleet Services, Director Greg Gola

November 17, 2023

Administration

- Staff attended the Recreation Commission meeting on Tuesday. Program numbers, parks projects and the update on Lions Recreation build was discussed. There will be periodic updates on construction shared and posted on the village's website. We are waiting for the first update from WB Olson and will post as soon as it's received.
- Lufkin Park renovation will begin shortly pending completion of civil engineering and permitting. In the meantime, we are striving to start the installation of the playgrounds within the next week to 2.
- Staff met with Williams and WB Olson on Thursday to discuss the new Lions Rec Center construction progress and updates.
- Staff coordinated with Kluber to complete a structural survey of the 10 W Park Blvd facility which will be included in the Facility Assessment report.
- Additional and more specific information available upon request.

Parks, Buildings & Grounds Division

- Staff are setting up for Joyful Traditions along the Prairie Path, staff are inspecting light poles and power, installing stakes and trees at each light pole, wrapping lights around each light pole, and decorating the area, buildings, and trees around Ardmore Ave, we are working to have everything completed before Thanksgiving.
- Staff work/repairs continue with routine maintenance, HVAC repairs, plumbing repairs, electrical repairs, 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

Athletics

- 159 participants registered for youth basketball league (118 participants in 2022). Preseason games begin Saturday, November 18.

Senior Program Updates

- A Lunch and Learn program 11/7 had 24 participants at Ascension Living Casa Scalabrini in Northlake, a presentation on fall prevention and tour of the community was included.
- Donut Bingo 11/8 had 29 participants.
- Birthday Bunch & Lunch 11/9 had 46 participants. Rainbow Cone in Lombard donated tasting cups of their Rainbow ice cream.
- A bus trip 11/10 took 10 participants to Golden Corral for lunch then shopping at Woodman's Market in Bloomingdale.

Early Childhood

- Little Learners Club: 27 participants for the week of 11/14.
- Mini Adventure Camp for Fall Break continuing to be promoted through all early childhood programs.

Youth

- Fall camp: Monday-Wednesday November 20-22.
 - Fieldtrip to the Altitude Trampoline Park is included.
 - 13 participants enrolled.
- Winter Break Camp: Tuesday, December 26-Friday, January 5

Special Events - Holiday Family Events

- Holiday Train Ride
 - Saturday, December 2
 - The event is full; 125 participants registered (121 in 2022). A wait list is now active
- Visits from Santa
 - Saturday, December 16 from 10-12 pm
 - 16 registered (18 in 2022)
- Pictures with Santa Paws
 - Wednesday, December 6
 - 19 registered to date (13 in 2022)
- Phone Calls from Santa
 - Tuesday, December 12 at 5 pm
 - 5 registered to date (1 registered in 2022)

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.

RECREATION DIVISION 5-YEAR PROGRAM COMPARISON					
	2023 (thru 11/14/2023)	2022	2021	2020	2019
Programs Offered	1057	967	973	1217	802
Programs Cancelled	126	124	114	413	143
Programs Held	931	843	859	804	659
Total Revenue – To Date	\$528,084	\$517,957	\$498,720	\$301,474	\$796,398

Fleet Services Division

- Police car 195 was in the shop for an oil change and to have four new tires installed.
- Police car 189 is in the shop after overheating, cooling fans are not working and need to be replaced.
- Police car 132 was in the shop to repair a spotlight that was not working.
- Setup of new police car 197 is ongoing.
- Police car 151 was taken to paintless dent removal to have a small dent in fender repaired.
- Fire department ambulance M81 was in the shop for an oil change.
- Public Works truck 96 had a new auger motor planetary gear box replaced and a new salt spinner hydraulic motor replaced. Some small surface rust on cab was cleaned up and painted to slow down future rusting.
- Public Works truck 4 will be brought into the shop and have fluid in gearboxes for augers changed.
- Public Works truck 93 will be brought into the shop to have the salt spreader installed.
- Parks new dump truck has arrived and plow was removed from the bed and installed on truck to test all functions of plow and salt spreader.
- Fuel was ordered and delivered to fleet garage, 6,000 gallons of gasoline and 2,000 gallons of diesel fuel were received.