

Revised Weekly Status Report

VILLAGE MANAGER'S MESSAGE (2/21/2025)

If you have not yet had a chance to look at the Comprehensive Plan please take the opportunity to view it on the Village website. There is a link from the Village's home page. The public's best chance for making comments in person will be next Wednesday night (2/26/25) at the VRPC Multipurpose room starting at 5:30 p.m. and continuing until 8:00 p.m. The Comprehensive Plan is the single most important planning document for land use and future development. Since the U.S. Supreme Court ruled in the 1920s that zoning is constitutional, provided that it is conducted in a planned way that is not arbitrary, the need for a comprehensive plan has walked hand in hand with zoning. It is a requirement of Illinois law to have one as well. Our last plan was adopted in 2009, so it is appropriate to update it now.

The Village continues to implement our new ERP software. There are always a few hiccups in such a major change. Several residents have had problems working through the online sign up. I spoke with a man this week who could not sign up on his phone, and was not able to pay by check on his phone the way he wanted to do it, and had been able to pay previously. We are continuing to work with the software vendor for fixes where possible, and workarounds for the other issues. Overall, however, the advantages are already clear. Online permit applications are available in addition to the utility billing. Payroll is operational and the last run went smoothly. Other features will become fully operational soon.

Several major infrastructure projects have begun for the year. The final phase of the Jackson Pond Area Improvement Project will begin the week after next. Madison Street from Addison Avenue to Michigan Avenue will be closed to all vehicular traffic beginning tentatively on Monday, March 3rd, although residents should have access to their driveways. In the next month we will be approving the engineer for a parking lot redesign by the Historical Museum and the engineer for the Phase I Engineering of a Grade Separation project on Ardmore. We are also looking to release the specifications for the fire station improvements and the renovation of the Iowa Community Center as a temporary fire station.

This week I met with the July 4th Parade Committee at the VFW. The VFW has made the operation smooth enough that we should be sending out a request for sponsors fairly soon. I met with the Director of Public Works, Assistant Village Manager, Suzanne McVey and the leadership of AFSCME for a labor-management meeting. I toured the Post Office, Library, and Metra Station with Chief Rivas. I also met with the Chief and both Deputy Police Chiefs (McCann and Kubish), and Assistant Village Manager, McVey in preparation for meeting with the Fraternal Order of Police for the patrol unit next week. I also met with department heads in the regular Tuesday meeting, and individually.

Matt Harline,
Village Manager



UPCOMING ITEMS

Board of Trustees Agenda

February 24, 2025 at 7pm

- Ordinance Amending Section 3-313 (A) in order to Increase the Class AA License by 1 and Reduce the Class AAA License by 1.
- Resolution Approving a Consulting Engineering Services Agreement with Baxter & Woodman for Professional Consulting Engineering Services for the TIF 5 Parking Lot Modifications .

Committee of the Whole

March 10, 2025 at 6:00p.m.

Lead Service Line
Replacement Policy

Board of Trustees Agenda

March 10, 2025 at 7pm.

- Resolution on DCEO Sidewalk Grant
- Resolution Declaring Surplus Property
- Resolution Adopting a Travel and Training Policy

March 24, 2025 at 7pm.

Board of Trustees Agenda

- Swearing in Firefighter Paramedic Nicole Else.
- Ordinance Approving 2025 Pool Rates.
- Resolution Authorizing an Agreement for Phase I Engineering of the Grade Separation.

Other Items:

Commission Vacancies:

- Video Production Commission (1)
- Fire Pension Board (1)
- Community F.U.N Commission (1)
- junior commissioner opening (1)
- Senior Concerns Comm (1)

Tues. 2/18/2025 Dept. Head Meeting



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

Matt:

- Agendas review for 2/24, 3/10 & 3/24/2025.
- Discussed upcoming COW March 10—Lead service lines.
- Finance BS&A report will be part of Manager's Report at Board Meeting on 2/24.
- Marc to speak on Comprehensive Plan at meeting.
- Discussion on Farmer's Market and need for organizer.
- BS&A training and integration continues, issues being resolved
- Narratives for Parks discussed
- Budget CIP and numbers discussed.
- Explained The Monthly report schedule and metrics wanted.

Marc:

- DCEO rep will be coming to EDC meeting.
- EDC meeting this week
- Farmer's Market discussed
- Comp Plan roll out discussed

Greg:

- Sugar Creek Meeting 2/11/2025
- PW should come to Bridge Repair meeting, 3 bridges on Golf Course need repairs.
- Details on Mitigation Meeting and set up of tables.
- Kickoff meeting with Upland this week for OSLAD project re: playground and pickleball.
- Meeting with custodial/maintenance staff this week.
- Highridge Park/Field discussion—ready to work.
- Pool liner is first on list of items to do after weather permits.

Steve:

- Weekly and Monthly report questions.
- Recent fire on third Street discussed, press release going out.
- Working with BS&A on fire review plans and inspection.
- Temporary location will probably effect open house and possibly 9/11 event
- Discussion on items for DCEO Grant usage.

Cheryl:

- Bill Listing question for Board meeting.
- Special Events packets and one-day liquor license discussions.

Mike G:

- Many weather incidents, snow & ice.
- Pot holes will be appearing but unable to patch when this cold outside.
- Discussed BS&A training this week and tracking of Grants in the future.
- DCEO projects are moving forward
- SCGC meeting to discuss repairing bridge on course and bridge on Villa, & other issues to consider.
- Discussion on PW salt shed and some current issues they are experiencing.

Suzanne:

- AFCSME meeting on BS&A issue
- Village Matters due 2/25
- April 8th and 9th is HRMS training, BS&A training on digitizing PCNs, plan to upload training certificates and evaluations to site.
- IRMA documents are due February 28th.
- Received 94 Responses to Employee Survey, information will be shared soon.
- Discussed tracking of applications and profiles in BS&A
- Windy City Curling event March 14th, staff that choose to work discussed.
- BS&A water bill payments discussed, suggests paying small amount first.
- Log in to BS&A dashboard discussed.

Sandy:

- CROCUS (Argonne) will be coming
- Added Linked-In learning to Library programs, has Excel and other software.
- Annual Report is ready for Library Board review
- Kandice is leaving, last day March 14th.

Mike R.

- Discussion about homeless, tried to assist but refused help.
- Patrols will be checking usual locations due to issues.
- Department photos coming up, 19 new photos to be added..
- Will attend July 4th parade meeting
- Twelve applicants are eligible to take the Sergeant's exam in May.

Chuck:

- Auditors to come this week.
- Discussion on Hawthorne letter.
- Working on financials for meeting, hope to have today.

Assistant Village Manager

Administration:

- The Employee Appreciation Workgroup is planning for our first Employee Recognition Event. This will take place on Friday, March 14th. Details with information on how to RSVP were sent to employees and officials.. QR code posters have also been shared throughout the buildings for easy access for employees to RSVP and learn about the event.
- This was the last week of onsite BS&A onsite implementation support. We will have two additional remote days in April to assist with some Human Resources module training of HR staff and managers. Our goal will be to move some paper based personnel processes to electronic formation in BS&A.
- Coordinated demo's of time and attendance software for next week so we can review additional options for software solutions that may better meet our needs than the Village's current software.
- A labor management meeting was held with AFSCME to review concerns related to the transition to BS&A and ongoing issues with TimePro, the Village's time and attendance software.
- A pre-collective bargaining meet was held ahead of negotiations with FOP Patrol Officers.
- Updating the Villa Park Travel Policy which was last updated in 2017. Anticipated to be before the board for review at the March board meeting.
- Updating job descriptions for the Recreation Division.
- Current Position Openings:
 - Finance Director (coming soon)
 - Recreation Program Supervisor (offer accepted)
 - Recreation Part-Time Staff and Program Instructors

Information Technology

Hardware

- Deployed new PC for PD redaction.
- Configuring six new laptops.

Software

- Resolved eight squad dispatch software errors.
- Upgraded 13 computers to Windows 11 version 24h2.
- Converted three pdf forms into our web forms for website.
- Working with BS&A on meter reading software and configuration.

Miscellaneous

- Attended several BS&A meetings regarding configurations and workflows.
- Held annual cyber security training for pw and parks employees.

Communications

Social Media

- Parkway Tree Application
- National Engineers Week
- Parks & Recreation programs and events
- Structure Fire Notice from February 15
- Comprehensive Plan draft open for public comments

Website & Other

- Posted job for [Sugar Creek](#)
- [Comprehensive Plan draft](#) open for public comments
- Working on Village Matters Spring/Summer April – July – content due 2/25 from departments

Police Department

Week of February 13-19, 2025

- The Chief of Police attended the first July 4th Parade Committee Meeting.
- The Chief of Police hosted, as Chairman, a meeting of the MERIT Executive Board. A presentation was given on a possible grant proposal for a county-wide DUI Task Force.
- The Chief of Police attended a meeting of the DuPage County Chiefs of Police Executive Board where the proposed Peer Counseling program is set to be put in motion. The purpose of the program is to assist police employees affected by a traumatic event they have been exposed to on or off duty.
- The Deputy Chiefs attended the DuPage Senior Management monthly meeting.
- The police staff continues to train on the new Village Wide financial software BS&A.
- The issues surrounding homelessness at public buildings is coming to the forefront. The police department is stepping up patrols to be more of a presence at public buildings to address any issues the public, or the homeless, may have. With the frigid temperatures, it is best to allow persons to stay indoors.
- The Police Department is scheduling a Sergeant's Promotional Exam for May. We have locked in twelve (12) police candidates who have expressed a desire to take the exam.

Fire Department

Week of February 5 —18, 2025

- The Illinois Secretary of State conducted their annual Third-Party Certification audit for our internal Class B Non-CDL drivers training program, which showed us in full compliance.
- Continued working with BS&A to build out the fire protection system plan review and fire inspection modules.
- Continued to work on gathering information for the bid specifications for the upcoming fire station construction projects.
- Several department members are attending outside training this week, including NIMS 300, and Inspector 1.
- Internal training this period concentrated on Ice Rescue Practical evolutions at Twin Lakes Park, Self-contained breathing apparatus (SCBA) skills building, walk-through/familiarization pre-planning at Mickey's Linens at 1050 N. Villa, and EMS continuing education and skills-refresher training.
- On Saturday, February 15, 2025, at about 10:30 a.m., Villa Park firefighters responded to a structure fire in a single-family home in the 200 block of North Third Avenue. Crews arrived to find smoke coming from the roof vents. They ensured the residents were out of the house and began fighting the fire located above the living room ceiling in the attic area. The fire was extinguished quickly and contained to the home's front portion. While the fire did not enter the living area, water damage caused the house not to be livable. The American Red Cross assisted six residents and their dog to find temporary living arrangements. The fire damage is estimated at \$80,000. The Villa Park Fire Investigation Team is still investigating the cause, but the resident reported problems with electricity just before the fire. Villa Park Fire Department was assisted by firefighters from Elmhurst and Lombard Fire Departments and Addison and York Center Fire Protection Districts.

Library

Prepping for the Future, This Week

- Department Heads meeting
- Village Department Heads meeting
- Rotary Club meeting
- Lions Club meeting
- Admin staff meeting
- PR meeting
- Friends of Villa Park Library meeting
- Circulation Roundtable meeting at St. Charles Public Library
- Music Play is Learning Play webinar with Jim Gill
- Display: Nonfiction Music (books); Women Directors in Hollywood (movies)
- Weeding: Mystery H-K

Programs and Services Offered Next Week

- Babies and Books (two sessions)
- Toddler Time (four sessions)
- Preschool Storytime
- Ready for Reading
- Marvelous Mornings
- LEGO® DUPLO® Build + Play
- Anime and Manga Club
- Bark for Books – February 2025
- Celebrate Ramadan!
- Grim Readers
- Cooking for a Crowd

Parks and Recreation

Administration:

- Staff met for training on the new BS&A software.
- Staff attended the Sugar Creek Golf Course Board meeting this past Tuesday
- Staff met with contractors at the VPRC for repairs and to address punch list items, to install a replacement Fire panel at 42 W Home Ave, and to discuss the Fire Station improvement project.
- Staff met to discuss the new IT office at Village Hall, proposed ATT work at North Terrace, and Police Department interior and exterior improvements.
- Staff met with Upland Design and Hacienda Landscaping to discuss the Lions Park Grant project construction coordination and timeline.

Parks, Buildings & Ground Division:

- Staff work/repairs continue with routine maintenance, maintenance and repairs of Park facilities, HVAC repairs, plumbing repairs, electrical repairs, inspections, and daily/weekly disinfecting cleanings and organizing of equipment, vehicles, and facilities.

Recreation Division:

Athletics, Aquatics & Fitness

- Staff is in the process of adding 4 Personal Trainers to Rec Division, to do equipment orientations and fitness training.
- Staff are preparing for the Dance Rehearsal/Recital this weekend (Feb. 21-22) at Jefferson Middle School.
- **NEW** Ceramics@Nadine first class took place on February 19 with 8 participants.
- **NEW** Pancake Breakfast 2/11, 11 participants

VPRC MEMBERSHIPS through 2/19/2025

Enrolled: 1100

Employee Members: 59

Total Memberships: 1159

Total Revenue: \$142,683

Total Visits: 7670

Days Open: 48

Avg. Visits per day: 160

Finance

- Continued training and integration of BS&A ERP system
- Prepare preliminary audit review requests.

Community & Economic Development

- The Open House for the Comprehensive Plan is Wednesday, February 26th from 5:30-8pm at the VPRC Multipurpose Room
- Staff met with an architect regarding a redevelopment/addition to a mixed-use building on Ardmore Ave
- The Economic Development Commission held their meeting on Wednesday February 19th. There were 2 agenda items:
 - Presentation from DCEO on grants and financial programs for small businesses and start-ups
 - Discussion on Farmer's Markets where a 2 person subcommittee was formed to provide due diligence back to the EDC

Public Works

- PW Operation staff were dispatched 2 times for snow and ice removal
- PW Operations staff attended annual cyber and sexual harassment training
- PW Staff continued to set up work orders in BS&A
- With assistance from the Public Information Office, the Request a Parkway Tree was launched on the web-site and received already 15 requests
- PW Director attended a Labor Relations Meeting with the AFSCME Executive Board to discuss issues related to transition in payroll systems.
- Staff continued to clean up vehicles and shop locations.