

Weekly Status Report

VILLAGE MANAGER'S MESSAGE (3/7/2025)

At the Committee of the Whole meeting Monday night our Director of Public Works, Michael Guerra, will be making a presentation about the requirements the Village faces to identify and replace the remaining lead service lines for drinking water (the water lines that connect the home or business to the connection with the Village's water main) in the Village of Villa Park. In the most recent annual report that the Village submitted to IEPA, we reported 105 known lead service lines (plus another 32 galvanized lines) out of 7,152 total service lines. The majority of service lines remain unknown, although the installation of lead service lines was banned in 1986. New regulations require the Village to make sure that any lead or galvanized service line is eventually replaced when we find them. We have to determine how much should be paid directly by the property owner, and how much should be paid by the community via the water utility.

The history of lead and plumbing is so closely linked that they share a common root word. The reason Pb is the symbol for lead on the periodic table is because Latin for word for lead is plumbum, which is also the root of the word plumbing. As far back as ancient Rome, lead was used in plumbing because it was malleable, sturdy and was not corroded by water. Having lead service lines is not necessarily as bad as it sounds. Even though the high toxicity of lead makes it a legitimate target of elimination, the actual amount of lead that leaches into the water depends on the water pH and other trace compounds. If the water has high acidity or low mineral content that corrodes pipes and fixtures, then lead can be leached out of pipes, if not the actual amount of lead in the water can be undetectable.

We learned recently that that our old E-Waste vendor, Kuusakoski, has ceased operations. We believe we have a new vendor to take their place, but we are cancelling the March e-waste event. Look for notices on Facebook and the Village website for more information.

My Civics teacher in high school used to say, "repetition is a better teacher than I," so with that in mind I will mention again that Trine Construction is requesting to work on the Jackson Area Project all Saturdays beginning this weekend, Saturday, March 8, and extending through the end of September. The stormwater portion of the project is partially funded by a \$4 million grant from FEMA for flood mitigation and the grant period ends September 30. We apologize in advance for the inconvenience.

The Villa Park team met again about the G.O. Bonds that will be needed to support the Union Apartments project (paid from TIF proceeds) and the timing. We interviewed a potential temporary HR Director that MGT (formerly GovTemps/GovHR). I attended the DMMC Manager's meeting. I had coffee with D88 Superintendent. I attended the Parks and Recreation Advisory Commission meeting to talk about future pool needs and options. I attended a Zoom conference with other municipalities about utility taxes, and as usual, I met with department heads locally and individually.

Matt Harline,
Village Manager



UPCOMING ITEMS

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 Adopting a New Travel Policy
- Ordinance to Reauthorize the No-Mow Pollinator Program for 2025
- A Resolution Waiving Formal Bids and Approving the Purchase of a 2024 Ford E450/Starcraft Allstar Paratransit Bus for \$117,600.
- An Ordinance Amending Chapter 3 of the Municipal Code Relating to Liquor Licenses and Video Gaming Terminal Fees.

March 24, 2025 at 7pm.
Board of Trustees Agenda

- Swearing in Firefighter Paramedic Nicole Else.
- Ordinance Approving 2025 Pool Rates.
- Resolution Declaring Surplus Property

April 14, 2025 at 7pm.
Board of Trustees Agenda

- Ordinance Approving the Comprehensive Plan
- Proclamation for Tree City
- Proclamation for Autism Acceptance Month

**CANCELLATION of March 15th
Electronic Recycling is canceled.**

Other Items:

Commission Vacancies:

- Video Production Commission (1)
- Fire Pension Board (1)
- Community F.U.N Commission (1) jr (1)

Tues. 3/4/2025 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.
Kandice Krettler, Library Deputy Director
Cheryl Wagner, Executive Assistant to VM

Matt:

- Agendas review for 3/10/25 and future agenda items on 3/24, 4/10 & 4/24/25.
- Discussion on Liquor Code amendments
- No-Mow until Mother's Day discussed.
- Employee survey results will be out soon.
- Discussed Rep. Diane Blair Sherlock and Senator Glowiak-Hilton and possible Grants for upcoming projects.
- NIMEC meeting was cancelled due to possible tariffs, bids withdrawn.

Steve:

- 38 Candidates took test, 18 passed and will have interviews on March 17 and 18 to fill 2 openings.
- Meeting with Kluber on March 5 about additional issues found, construction planned for August.
- Second engine cannot fit into ICC, further discussion needed.
- Discussion about where to park the reserve fire engine.
- Inquired about Employee survey results.

Marc:

- Comprehensive Plan confusion, rumors about area and plans.
- HPC Meeting March 6, discussion on future agendas, new plaques for this year's Awards
- Civic Clerk May BOT meetings not listed.
- Added item for Future Agenda.
- Historic Preservation Proclamation discussed
- Thursday, March 6 is P & Z meeting

Mike R.

- The B Squad had full day of training.
- Threat of suicide handled by new officer and social worker, person taken to Wheaton for assistance.
- Ashley has reached out to PADS regarding homeless and was advised the shelters are full.
- Special Olympics Polar Plunge on March 22, 2025, PD will take part.
- The Sergeant's Exam is May 10, 2025, and panel interviews will be May 22, and May 23, 2025.
- Had 600K Crypto fraud matter, contacted the FBI.
- Chief invited by State's Attorney's Office to attend March 7th strategy meeting with other agencies to discuss "Karina's Law".
- MERIT will be taken over by Elmhurst Police Chief
- Homeless update– PADS is full, still seeking options for assistance

Suzanne:

- Discussion regarding sending Agendas through Civic Clerk.
- Discussion on training for certain medical management conditions.
- Director of Finance position posted today.
- Architect discussion for Brian's office area, in holding pattern
- IT Security training due by March 31st.
- Sexual Harassment training will go out soon.
- Village Matters draft is due by end of the week.
- Employment Appreciation Event discussion.

Mike G:

- Enterprise fleet discussions
- Fire Chief vehicle should be finished by end of week.
- Bus discussions, possibly have by March 25th.
- VPRC streetlight cover heads are in.
- Discussions about needing new Electronic Recycling vendor, will have to cancel March 15th. PW will inquire with York Township.
- Madison will be shut down for 6-8 weeks for the installation of the sewer pipe.
- Have two job openings to post.

Greg:

- P & R meeting is tonight (March 4th), pool rates discussion.
- Gina will attend March 24 Board Meeting
- VFW –summers concerts contract discussed.
- Advised Chuck we are waiting on DNR response for \$10M
- Advised his pending time off.

Chuck:

- Lauterbach & Amen here March 6 for Audit field work and internal control processes.
- Auditors will be making additions to Portal.
- Discussion on \$10 million reimbursement
- Update on Financial templates, discussed BS&A Reports
- Advised pending time off.

Kandice:

- Two big events coming: April 26 & 27 (Sat/Sun) Lego Event, Sun., May 4th big vendor event
- Summer events newsletter discussed.
- Anyone under 18 may come to library on Tues., Weds., Thurs. for free lunch program co-sponsored with Northern Illinois Food Bank.
- Interviews set for Thursday and Friday for her replacement.
- CROCUS weather station meeting March 24th.

Cheryl:

- Special Event from Wildfire Harley/Chamber of Commerce is expected.
- Coffee with the Board items for Department Heads..

Department Reports

Administration:

Assistant Village Manager

- The Employee Appreciation Workgroup is planning for our first Employee Recognition Event. This will take place on Friday, March 14th. All staff are welcome to attend!
- The Employee Appreciation Workgroup shared their Autism Acceptance Month t-shirts for staff to wear in the month of April. Donations will be collected to benefit Easterseals and their programming.
- Processed FOIA requests, worker's compensation claims and handled employee personnel matters.
- Spring Sweep planning meeting was held. Finalizing vendors for the annual event. Notification will be sent out to businesses on Home Avenue as a reminder with the event hours.
- Drafted analysis for contracted negotiations.
- Compiled documents and assisted departments ahead of IRMA Loss Control visit in March.
- Started recruitment for the Finance Director position. Drafted job descriptions for Public Works and Parks internal AFSCME
- Current Position Openings:
 - Finance Director
 - Assistant Village Manager (coming soon)
 - Communications Intern (coming soon)
 - Parks Full-Time Custodian (internal AFSCME posting)
 - Public Works Laborer (internal AFSCME posting)
 - Public Works Fleet Mechanic Apprentice (internal AFSCME posting)
 - Recreation Part-Time Staff and Program Instructors
 - Recreation Summer Staff/Camp Counselors
 - Part-Time Police Officers

Information Technology

Hardware

- Resolved a camera issue at the pool.
- Added a cable box to a TV at VPRC in the fitness room.
- Imaging new laptops.

Software

- Upgraded OS imaging software.

Miscellaneous

- Configured VPRC cameras to be viewed remotely on the web or mobile.

Communications

Social Media:

- Now Hiring Finance Director
- March Events
- Water Main Break
- Incorrect mail sent to new residents from Town Hall Guide, posted for awareness to refer to our correct phone numbers
- Parks & Rec programs

Website & Other:

- Updated emergency alert with direct link to BS&A
- Working on certificates and presentations for Employee Appreciation Event
- Spring Sweep planning

Finance

- Assisting L & A the preliminary review of the 2024 Audit.
- Work with Village Manager on Interim Replacement for HR Manager.
- Prepared draft Financial Report 2024

Police Department

Week of March 5, 2025

- The B Squad had a full day of training comprised of CPR-AED, Use of Force, TASERS, Breaching of Doors. The group consisted of approximately 20 officers and civilians.
- One of our newest officers and our new social worker were able to help a subject wishing to harm themselves. The subject was eventually taken to a facility in Wheaton for aftercare.
- The police department social worker has done outreach to PADS to see if there are any viable solutions for our citizens who are without a home.
- The Police Department announced we are once again taking part in the Special Olympics Polar Plunge on March 22, 2025.
- The Chief of Police has been invited by the DuPage County States Attorney's Office to take part in group think tank to strategize how to carry out "Karina's Law". The new law requires law enforcement to remove all weapons from a respondent's residence within 96 hours of a court order.
- The DuPage County Chief's of Police Association Meeting was held on March 27, 2025, with a presentation by current FBI Agents living in the area.
- The Sergeant's Promotional Written Exam is set for May 10, 2025, and the panel interviews are slated May 22, and May 23, 2025.

Fire Department

Week of February 26 - March 4, 2025

- Fire department administration staff collaborated with DuComm personnel to update the current running orders, radio template, and channel guide. Additionally, the ETSB serviced a department radio.
- Members from all three shifts, along with administration staff, participated in fire size-up training. This session included both classroom instruction and interactive components and is part of an ongoing officer development training series.
- The current hiring application period closed on February 28, 2025. A total of thirty-seven (37) candidates applied through the National Testing Network, with eighteen (18) successfully passing the written exam. These candidates will proceed to interviews scheduled for March 17 and 18.
- Probationary Firefighter/Paramedic Nicole Else was featured on WGN on February 25, 2025, in recognition of her upcoming participation in the Fight for Air Climb on March 9, 2025, benefiting the American Lung Association. The interview has been shared across all social media platforms, and Candidate Else has also been contacted by CBS News for a future segment. We wish her the best in her upcoming stair climb.
- Fire department staff collaborated with the Police Social Worker and the Building Department to assist an elderly female resident experiencing substandard living conditions.

Library

Prepping for the Future, Last Week

- Department Heads meeting
- Village Department Heads meeting
- Rotary Club meeting
- Kiwanis Club meeting
- Library Board meeting
- POMS meeting
- Summer Reading meeting
- PR meeting
- Weeding: Mystery K-L

Programs and Services Offered Next Week

- Babies and Books (two sessions)
- Toddler Time (four sessions)
- Preschool Storytime
- Ready for Reading
- LEGO® DUPLO® Build + Play
- Crafternoons
- Marvelous Mornings
- PEEPS® Diorama Contest
- Luck of the Leprechaun Craft Open House
- Game Day
- Books Worth Talking About
- Morning Makers
- Common Scams and How to Avoid Them
- Irish Cuisine (Beyond Corned Beef) with Chef Susan Maddox
- Atrial Fibrillation 101: Understanding Irregular Heartbeats
- Intro to Computers

Parks and Recreation

Administration:

- Staff met with contractors to discuss Lions baseball improvements, for ICC material sampling, and at the VPRC for repairs and installations.
- Staff attended the Local Government Leadership Academy on February 27.
- Staff met to discuss spring installations and plantings.
- Staff met with Kluber to discuss the Fire Stations Improvement Projects and timeline.
- Staff met with Villa Park Youth Baseball to discuss maintenance and improvements for the upcoming 2025 baseball/softball season.

Parks, Buildings & Ground Division:

- Staff work/repairs continue with tree and bush trimming, routine maintenance, maintenance and repairs of Park facilities, HVAC repairs, plumbing repairs, electrical repairs, inspections, snow/ice removal following storm events, and daily/weekly disinfecting cleanings and organizing of equipment, vehicles, and facilities.

Recreation Division:

- Spring Soccer practice is scheduled to begin the week of April 7, with Saturday Games running April 12-May 31 (no Soccer May 24). Staff is sending Constant Contacts and promoting Spring Soccer on Social Media and the website this week.
- We've started to accept summer youth Basketball league registrations.
- Staff has started to receive several applications for Lifeguards and will be setting up interviews.
- The Spring Lifeguarding class meets on four Sundays at COD in late April and early May and at ICC on Fridays, 5/2-5/23.
- Pre-season training for the Villa Park Aquatic Team will be held on Sunday, May 11 and May 24.
- **NEW** Baking 101 class for adults concluded a 4-wk program; 11 participants for 1st time offering
- Summer Camp registration opens Monday, March 17.
- Fitness Center Memberships
 - Paid Members: 1171
 - Employees: 63
 - Total: 1,234
 - Revenue: \$147,500
- Fitness Center, Track, Open Gym Daily Admissions:
 - Participants: 559
 - Revenue: \$3,791
- Fitness Center, Track, Open Gym Visits beginning Jan. 3:
 - 9,138
 - Days Open: 57
 - Avg visits per day: 160

Community & Economic Development

- The Planning and Zoning have a meeting scheduled for Thursday March 13, 2025 at 7:30pm with 2 agenda items
 - Variation request for side year and street side yard setbacks at 749 N Harvard Ave
 - Public Hearing for the Comprehensive Plan
- The Historical Preservation Commission held their meeting on Thursday March 6, 2025 at 6pm
- Staff met with Kluber to go over the draft construction drawings for the ICC adaption and Station 81 renovation

Public Works

- Work on Jackson Area Improvements continues, water mains in the intersection of Michigan and Madison were temporarily relocated and 72" storm sewer installation down Madison began.
- Lead and Copper water sampling began with letters being mailed out to IEPA-selected locations. Recent regulations have increased the amount of samples to 60 sites from the previous 30 sites and are now required every 6 months instead of 12 months. The Village is offering a credit of \$25 on the water bill for residents for their participation.
- WWFTF was in operation this week due to rain storms on Wednesday.
- Engineering Staff reviewed preliminary plans for the 2025 sidewalk program to send comments to the consultant to finalize plans.
- Staff meet with representatives for the Union Project to discuss site layout options.
- Staff finishing up job postings for Mechanic Apprentice and Public Works Laborer.