

Weekly Status Report

VILLAGE MANAGER'S MESSAGE (3/21/2025)

Last Friday we had the first employee appreciation event ever for the Villa Park employees, or at least in anyone's memory. We gathered at Windy City Curling for an event that was excellent team building and also supported a unique local business. Every department in the Village was represented and many of them got out on the ice and tried curling for the first time. I gave it try, and while I never put a rock in the house (if you don't know what that means you'll have to google it) I gained a tremendous appreciation for those that can. By the end of the event there was talk of forming a Villa Park employee curling league. Our employees spend one third of their lives trying to make Villa Park a better place to live. I have a responsibility, as does all of the leadership, to make this a place that enhances their lives, or we should have no expectation that they will try to make the Village a better place for our citizens, visitors, and property owners.

The event was the brainchild of the Employee Appreciation Committee (EAC) that has been led by our Assistant Village Manager McVey. Following up on data from the Employee Engagement surveys from the last three years, AVM McVey and the EAC have been developing events that show the appreciation the leadership has for the rank and file of this organization in meaningful ways. As we proceed, we will try and combine the fun events and the culture-building work to focus on our mission and vision, to layer the shared sense of purpose (intrinsic motivation) with the annual picnic and the special events like curling (extrinsic motivation) to build resilience in the organization.

AVM McVey will be leaving us, unfortunately, to accept a position with DuPage County to be the Deputy Director of Human Resources. She will be leaving with the momentum of the extremely popular curling event as well as a legacy of dedicated service to Villa Park. AVM McVey was hired in July of 2021 in time to experience the second wave of COVID, the hiring of a new Village Manager, Finance Director, Executive Assistant to the Village Manager, and Communications Specialist, all within the first year of her employment. AVM McVey led the efforts to update the website including organizing the YouTube archive of meetings, implement Civic Clerk agenda management system, managed the health insurance day-to-day and annual updates – including expanding options for employees, led risk management for the Village where she improved the Village's rating with our "insurance carrier" the Illinois Risk Management Association which had a significant positive impact on the budget. AVM was a vital part of collective bargaining and implementation of the agreements. AVM McVey contributed to the budget process, the initial VPRC operations plan, filled in as payroll specialist, and filled in wherever else she was needed. Suzanne will be greatly missed.

However, we have to move on, and Liz Scott started as Interim Human Resources Director on Monday. Liz is a contract employee through MGT (formerly GovTemps) and was recently the Superintendent of HR and Business Services with the Addison Park District. She will be assuming many of Suzanne's duties but also help cover some gaps in Finance until we have all those positions filled.

This week I participated in the following meetings: July Fourth Parade Committee; with Kluber and Fire Chief Stapleton to review fire station plans; with David Lyon about the Union Apartments Project; in the weekly meeting with President Cuzzone; a one-on-one meeting with Trustee Kumar. I also met with department heads in the regular Tuesday meeting, and individually.

Matt Harline,
Village Manager



UPCOMING ITEMS

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

- Swearing in Firefighter Paramedic Nicole Else.
- Resolution Approving 2025 Pool Rates.
- Resolution Declaring Certain Property Surplus
- Proclamation for Autism Acceptance Month
- Resolution Approving renewal of the DuPage County Contract with Al Warren Oil Company, Inc. for the Joint Purchase of Gasoline and Diesel Fuel
- Resolution Approving the Joint Purchase of Bulk Rock Salt through the State of Illinois Central Management Services Bureau of Strategic Sourcing.
- Resolution Approving the Joint Purchase of Bulk Rock Salt Through the DuPage County Procurement Services Division
- Resolution Amending Rules of Order

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

- Ordinance Approving the Comprehensive Plan
- Proclamation for Tree City
- Ordinance Authorizing the Recording of Jackson Easements.

Other Items:

Commission Vacancies:

- Fire Pension Board (1)
- Community F.U.N Commission—Jr (1)
- Senior Concerns Comm (1)

Tues. 3/18/2025 Dept. Head Meeting

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



Matt:

- Agendas reviewed for 3/24/25 and future agenda items for 4/10 & 4/24 & May 12. No COW meeting on May 12.
- West wing of ICC discussion
- Mandatory minimum on salt, DuPage County contract and State of Illinois contract.
- Discussions on vehicles, comparisons and those in service still..
- Discussion on pool rates, agenda item attachments
- MG working on Unfinished Business item documents
- Discussion on Water Fund Balance
- Green Champion Award and Spring Sweep discussions
- Grocery tax discussion—possible COW meeting
- Bill on Fuel Tax in General Assembly
- July 4th Parade Theme—Long Live Freedom.
- Link needed for Comp Plan— too large of doc.

Mike:

- Ardmore sewer install creating traffic control assistance and other issues.
- Arbor Day tree location discussed
- Jackson project requiring water shut off at Madison and Wisconsin; letters being dropped at residents homes. School informed as well.
- Water Tower painting 3rd week in May, notified Com Ed, and need some wires moved first.
- Crew working on potholes and tree trimming.
- Have 120 requested trees to plant. Have waiting list too.
- BRIC funding has been suspended for Jackson project
- Durango v. Explorers discussed, vehicle wait discussed.
- RRFBs on Monterrey and street light by VPRC possibly up this week.
- Need projects to seek funding from legislators by next week.
- Bus is being prepared, should be ready in 2 weeks.

Suzanne:

- Brian is out of office until April 1st. Dale will cover.
- UKG time & attendance demonstration conducted
- Ordered extra Autism shirts, will accept donations.
- FOIA requests are increasing
- Communication intern position available for when Riley is on Maternity Leave.
- EAP provider ends in June, seeking another one.
- Village Matters draft is out.
- May 8th—tentative staff picnic date.

Sandy:

- Early voting has begun
- CROCUS weather station installed—data adjustments for next month.
- Discussion on division of Kandice's duties.
- Summer Reading Meeting this week.
- Website meeting this week., State requirements deadline in 2027.

Todd :

- Received review of 2nd floor for budgeted improvements
- Fence behind station property in 2025 budget—progress?
- 51 S Ardmore no more PD impounds -tow company will store vehicles.
- Working on financials with Chuck for special funds
- Kitchen sink issues discussed.
- March 22 & 23 Villa Oaks Shopping Center—Suhoor Event planned. Parking and traffic issues possible.
- SWAT—ICC SWAT Practice on March 26th.

Chuck:

- Lauterbach & Amen coming March 24, critical items needed by Friday at latest.
- Will be working on various items for internal reviews.

Marc:

- Comprehensive Plan passed Planning & Zoning, working to get Plan adopted at Board level April 14.
- Meeting on site 204 S. Villa Avenue for new business
- Kick off on Museum parking lot revisions.
- BS&A transition GL issues discussed

Greg:

- Program Supervisor starts next week.
- Information signs will be put up Lufkin by the end of April
- Lions Park Improvements discussed.
- Highridge Baseball Field work underway soon
- Parking—Baseball for games discussed with ICC project
- Spring maintenance, flower beds being worked on.

Steve:

- Monday, pre-presentation discussion
- Candidates interviewed 10, 4 with military background
- Thank you for Windy City Event for staff.
- Midwest Environmental ICC remediation discussion

Cheryl:

- Standard Meadery Special Event Permit
- Banquet Hall issues with parking by North Ave
- Discussion on Commission terms and upcoming event.

Department Reports

Administration:

Assistant Village Manager

- The Employee Appreciation Event was held on Friday, March 17th with about 100 employees present at Windy City Curling. We had the opportunity to recognize employee service awards and thank staff for their dedication for the 2024 year.
- Liz Scott, with MGT/GovTemps started this week to serve in an interim capacity overseeing human resources and administrative functions. The Assistant Village Manager's last day is March 26th at which point all activities will be turned over.
- Assistant Village Manager with negotiations for the FOP Patrol Officers. A tentative agreement will be finalized in April.
- Processed FOIA requests, worker's compensation claims, and handled employee personnel matters.
- Discussed pricing with UKG for time and attendance software. Staff are still looking to hold demos with a minimum of two other companies to determine viable software to transition time and attendance to.
- Current Position Openings:
 - Finance Director
 - 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

- IT Manager Sawyer is out of the office until April 1st. All requests should be sent to IT Specialist Dale Hessel.

Communications

- Social Media Posts
 - Landscape waste collection begins March 31st
 - Summer camp registration
 - Green Champion Award nominations
 - Fire Department resident recognition
 - Comprehensive Plan open house March 13th
- Website and Other
 - Drafted reminders for utility billing customers to enroll in auto-pay
 - Updated Village Mission and Values on the website
 - Shared information on the 2025 Law Enforcement Torch Run Polar Plunge
 - Attended 4th of July Planning Committee meeting and began drafting participant materials
 - Created Spring Sweep banners and outreach materials

Police Department

Week of March 13-19, 2025

- The Police Department had its first successful deployment of the Starchase GPS system where a fleeing offender was tracked and was subsequently taken into custody.
- The Police Department addressed parking and congestion issues related to the Subhoor Fest held at the banquet hall in Addison, across from the Portillo's on North Ave.
- The Villa Park Detectives assisted Addison PD with an elderly gentleman who was being defrauded in a "bank examiner" scam. An arrest was made from the investigation.
- The Police Patrol union met with the Police Administration and the Village Administration to advance unions negotiations on the current contract.
- MERIT Metro SWAT will be using the Iowa Recreation Center for additional training on March 26, 2025. There will be signs posted announcing the group is training.
- This Saturday, March 22, 2025 the Police Department will be participating in the Annual Special Olympics Polar Plunge.

Fire Department

Week of March 11-18, 2025

- Please join us for the swearing-in ceremony of Firefighter/Paramedic Nicole Else on Monday, March 24, 2025. A reception will be held at Fire Station 81 at 5:30 p.m., followed by the ceremony at Village Hall at 7:00 p.m.
- The Fire Department Administration and the Board of Fire and Police Commissioners conducted oral interviews with 10 prospective candidates over two days to establish a hiring eligibility list.
- The Fire Department has placed a new 2025 Ford Explorer into service, replacing the 2012 Chevy Tahoe, which has been retired.
- Internal training focused on thermal imaging, hose line deployments, and pre-planning walk-throughs at Schamberger Brothers, located at 101 E. Hill.

Library

Prepping for the Future, Last Week

- Prepping for the Future, This Week
- Department Heads meeting
- Village Department Heads meeting
- Rotary Club meeting
- Kiwanis Club meeting
- Adult Services Team meeting
- CLSP Artwork Committee meeting – online
- WT Cox meeting - online
- Weeding: Mystery K-L
- Set-up and testing done on the Glowforge Laser Cutter
- Children's Literature Breakfast at Anderson's Bookshop

Library continued...

Programs and Services Offered Next Week

- Babies and Books (two sessions)
- Babies and Books (two sessions)
- Toddler Time (four sessions)
- WOW: Worlds of Wonder
- Nature Storytime with The Morton Arboretum
- Ready for Reading
- Little Globetrotters Bilingual Storytime: Arabic Storytime
- Fiber Arts Craft Circle
- Women Cheesemakers of the Midwest – presented by Meredith Meder, ACS CCP
- Illinois Libraries Present: Exploring Space with Coralie Adam
- Card Making Class
- Intro to Computers
- The Glorious Arts: The Culmination of Chicago as an Arts Mecca
- Sustainability Yesterday, Today, and Tomorrow
- Weather and Storm Chasing 101

End of Month Totals

- Passport Applications Processed: 55 applications
- 24 Hour Lockers: 318 patrons served
- Book Reviews: 1 review posted on the library website and social media
- Book Discussions: 5 book discussions hosted by staff
- Educator Bags: 6 bags prepared for local teachers
- Little Free Library Refills: 3
- Little Free Pantry Refills: 3

Parks and Recreation

Administration:

- Staff met with contractors to discuss Parks office improvements, Village Hall interior improvements, Police Department improvements, Fire Station 81 material evaluations, system inspections, Jefferson Pool Liner, and at the VPRC for repairs and maintenance.
- Staff met with Kluber to discuss the Fire Station improvement project and timeline.

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, and daily/weekly disinfecting cleanings and organizing of equipment, vehicles, and facilities.

Recreation Division:

- The Spring Youth Soccer League registration is at 153 (150 in 2024) as of Wednesday, March 19.
- The Mid-Suburban Soccer League scheduling meeting will be held on Friday, March 28 at the Bensenville Park District. Team numbers are due to the League supervisor on Friday, March 21.
- Staff will attend job fairs at York High School on March 19 and Willowbrook High School on April 8 to recruit lifeguards and Learn to Swim instructors and aides.
- Preparing for the Pool Season by scheduling staff training.
- Coach bus trip 3/10, Chicago Botanical Garden, 10 participants; co-op trip with Oak Brook Park District
- Birthday Bunch & Lunch 3/13, 65 participants; sponsor-Brust Funeral Home, Lombard
- Summer Camp registration began Monday, March 17
- Princess Ball (Daddy/Daughter Dance): Friday, March 22; Being held at VPRC
- Fitness Center Memberships
 - Paid Members: 1,246
 - Revenue: \$158,668
- Fitness Center, Track, Open Gym Visits beginning Jan. 3: 11,957; VPRC open 75 days; Avg visits per day: 159.

Community & Economic Development

- The Economic Development Commission held a meeting on Wednesday March 19, 2025 at 5:30pm where they discussed the 3 Year New Business Report. The report will be published April 4, 2025.
- The adoption draft of the Comprehensive Plan will be available for review on Friday March 21, 2025, in advance of the April 14, 2025 Village Board meeting for approval.
- Please congratulate Pat Boksha on her retirement. Her last day will be April 1, 2025.

Public Works

- Jackson Area Improvement Project advanced down Madison Street with the installation of the 72" storm sewer. The contractor had one water shut down as they relocated water lines to allow the storm sewer to advance through the Wisconsin intersection.
- Engineering staff met with an engineering consultant for planning the 2025 roadway resurfacing project as staff identified Highland Ave as the primary choice for this year's program.
- PW Operations staff meet with the Plymouth Water Tower painting contractor to review the timeframe for the start of the painting project. They are planning on starting that project in the middle of May.
- Engineering staff drove village streets with the Roadbotic software to get an updated assessment of the road quality.
- The engineering staff is following up on references for the Railroad Grade Separation consultant selection.
- The foundations for new street lights on Wildwood were installed with the poles will be installed in the upcoming weeks.
- The installation of the RRFB at the IL Prairie Path Monterey crossing began this week.
- PW Operations were dispatched twice this week for the WWFTF operation due to wet weather.
- PW Operations staff were dispatched once for snow and ice control
- PW Operations filled potholes and did tree trimming
- Fleet is working on reviewing Enterprise Order due to a lack of vehicle availability.

Finance

- Consulting with Lauterbach & Amen
- Preparation for Final Audit Field Work
- Personnel matters
- Final GL Balance Transition to BS&A.