

Weekly Status Report

VILLAGE MANAGER'S MESSAGE (4/4/2025)

On Tuesday Villa Park voters turned out in much better numbers than four years ago (based on the votes for Village President) a full 30% better. The 3,747 ballots cast (assuming there are none yet uncounted) was also more than the 2017 (3,374) or 2013 (3,540) elections. The still unofficial results show Kevin Patrick as the new President of Villa Park, and Jack Kozar, Deepasriya Kumar, and Tina Konstatos as the new or re-elected Trustees. Rolf Laukant unofficially received 527 write-in ballots to Hosanna Korynecky's 451. It is encouraging to see more people participating in the local election, although the County-wide estimate of 23% is not nearly as high as national elections. Turn-out in our precincts in Villa Park were as high as 34%.

Local government is the closest to the people and affects you every day. The men and women who stand for election in smaller communities like Villa Park do so to serve in local government for very little pay and are "in session" 365 days a year, and are easily unlike the State and Federal legislators, and are more easily found by phone as well as found in the grocery store, or local events. Thank you to all who ran, and especially to those who will now serve. It was during my two three-year terms of service as a City Councilman over 30 years ago that I developed my love of local government, and with it, an appreciation for the elected officials and professionals in local government.

This week LRS began collecting yard waste at the curbside. We began phone interviews for the next Finance Director. Chuck Howard has announced that he will be retiring in June. So our timeline for hiring is set to allow the new Director to overlap with Director Howard to learn the position. This week we had our annual inspection from the Illinois Risk Management Association to make sure that our practices and workspaces are safe.

Electronics Recycling will be returning this month after a month's hiatus. Public Works staff recruited a new company, and we actually will pay slightly less for the service. Progress on the Jackson Area Improvement continued. In talking to the V3 staff that is overseeing the progress, they have had several days when they installed 6 or more 8-foot lengths of 72" inch diameter pipe.

I attended the Manager's Meeting of DMMC. I met with York Township Trustee-Elect Joe Amore. I attended a meeting of the Employee Appreciation Committee who is planning the employee picnic for May 8th, during Public Employee Appreciation Week. I met with staff to iron out issues with the Budget Document. I also met with department heads in the regular Tuesday meeting, and individually.

Matt Harline,
Village Manager



UPCOMING ITEMS

April 14, 2025 at 6:00 p.m. Committee of the Whole

Artificial Intelligence uses and policy recommendations for the Village

April 14, 2025 at 7:00 p.m. Board of Trustees Agenda

- Proclamation Declaring Arbor Day in the Village of Villa Park
- Proclamation Declaring Earth Day in the Village of Villa Park
- Ordinance Approving the Comprehensive Plan
- Ordinance Approving Temporary Construction and Permanent Easements for the Jackson Area Improvement Project
- Resolution Authorizing Phase I and Phase II Engineering Agreement for Road Resurfacing
- Resolution for a Lead Service Line Replacement Policy

April 28, 2025 at 7:00 p.m. Board of Trustees Agenda

- A Proclamation Declaring May as Historic Preservation Month
- Resolution Approving an Agreement with V3 Companies, Ltd., for Phase III Construction Engineering of the Harvard Avenue Improvement Project (Plymouth to Ridge).

Other Items:

Commission Vacancies:

- Fire Pension Board (1)
- Parks and Rec Advisory Board (1)
- Community F.U.N Commission—2 openings, Jr (1)
- Video Commission
- Senior Concerns Comm—1 opening

Electronic Recycling
April 19, 2025 at Village Hall lot from 9am—noon.

Tues. 4/1/2025 Dept. Head Meeting



Matt Harline, Village Manager
Liz Scott, Interim Director of Human Resources
Dan McCann, 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
Sandy Hill, Library Director
Cheryl Wagner, Executive Assistant to VM

Matt:

- Agendas reviewed for 4/14 & 4/28, items, their status.
- COW on 4/14 will be Artificial Intelligence uses and policy recommendations.
- No COW meeting on May 12.
- Discussion about Employee Picnic.
- Discussed 5/12 meeting & meet & greet event.
- Processing and Approval of P-cards.
- Discuss Ordinance for Non Bargaining pay increase, evaluation process and documents.

Mike G.:

- Covering for CED while Marc is out.
- Wood chips are at North Terrace Park
- Plan is to put dogwood tree in Lufkin for Arbor Day.
- Lead/galvanized inventory for submission to IEPA
- Spring Sweep Discussion, have shredding company
- Electronic recycling returns this month.
- North tower painting is moving along
- Working on parkway restoration this week.

Liz:

- HRMs "training" in BSA next week
- Benefits Training with Horton review
- Risk Management—need to restart Safety Committee

Sandy:

- Next week is National Library Week
- RAILS 18 month surplus due to National shut down.
- Voting ends today.
- Policy Committee review, records from HR results
- Outreach Librarian chosen starting in 2 months.
- Former Villa Park resident making large donation to fund early reading programs and part time staff person.

Chuck:

- Will not be able to begin Audit field work on April 7th, too much work to complete.
- Escrow Deposit update. Finance Director search discussed.

Greg:

- Discussion on proof of paid vendors for Grant reimbursement.
- Getting list of contractors and total paid for VPRC project.
- Discussion on final numbers for VPRC.
- Pool liner will be cleaned and pool filled

Steve:

- Station #81 and ICC discussion, prepare Agenda documents for Board meeting.
- Asked to participate in Healthy Kids event, similar to Touch a Truck.
- Second batch of the AEDs are ordered.
- Vacation time to use.

Cheryl:

- Working on tying up loose ends left from AVM departure.
- Backlog of FOIAs.
- Special Events are coming in at a fast rate.

Dan:

- Trying to hire personnel; two being prepped for academy.
- Discussion on vehicles, Durangos vs. Explorers
- Discussion on Metra station cameras and increasing cameras.

Department Reports

Administration:

Director of Human Resources

- Onboarding activities for interim HR Director continued through week 2, including department meetings across the village being held.
- Recruiting activities for administration department included scheduling of initial interviews for Finance Director and Communications Intern.
- Response to FOIA requests was transitioned Executive Administrative Assistant and Interim HR Director.
- Interim HR Director spent week reviewing, training, and completing HR related activities pertaining to personnel, legal, and risk management activities.
- BS&A set up and configuration review continues for HR processes.
- Current job opportunities:
 - 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

Hardware-

Ordered two laptops for PD SRO officers.

Software-

Resolved PD MDT dispatch software issue.

Working on issues with reporting phishing emails.

Addressed incorrect security permission for several users in BS&A.

Made configuration changes to fire 82 switch in preparation for new cameras to be installed next week.

Communications

Communications Report

Social Media:

- April Villa Park and Community Events
- Distracted Driving Awareness Month
- Village Matters Spring/Summer
- DuPage County Sign Recycling Event
- Parks & Recreation Programs and Events

Website:

- [The Villa Park Police Department Recognizes Distracted Driving Awareness Month](#)
- [DuPage County Sign Recycling Event](#)
- [Spring/Summer 2025 Village Matters Newsletter](#)
 - Limited printed copies are available at Village Hall, VPRC, PW/CED, and the Library

Other:

- Updating 4th of July Parade sponsorship and participation packet
- Spring Sweep planning
- Interviews begin next week for Communications Intern
- Employee Appreciation Committee is planning for Public Service Appreciation Week May 4-10 (work week May 5-9)

Police Department

Week of March 26 through April 1, 2025

- Deputy Chief Kubish, Sergeant Svava and Sgt. Hruby attended the ILEAS training conference in Springfield.
- Detectives are conducting background checks to hire two officers for retirement vacancies.
- No issues reported regarding the election and polling places.
- Chief Rivas, Deputy Chief McCann, and Sergeant Krupiczowicz attended the DuPage County Chief's Association Meeting. The meeting included a presentation by the Secretary of State Police on Facial Recognition programs.

Fire Department

Week of March 26 through April 1, 2025

- The Villa Park Fire Department members continue to train to a higher level and participated in the following outside training this week: Fire Apparatus Engineer training at the Northern Illinois Public Safety Training Center in Glenview.
- The Villa Park Fire Department conducts daily internal training with its members to continually provide the highest level of service to the community. Internal training for the week concentrated on the following disciplines: Water Supply, hydrant connections, forcible entry, hose deployment, and size-up training.
- The Villa Park Fire Department administration attended the following meetings: MABAS Division XII meeting and the Incident Management Assistance Team training in Addison.
- The Villa Park Fire Department Staff met with representatives from IRMA for the Fire Department's compliance assessment.
- The Fire Department attended the monthly meeting with The Board of Fire and Police Commissioners, who approved the final eligibility list for applicants. Eligible candidates will be notified and sent for additional testing.

Library

Prepping for the Future, Last Week

- Department Heads meeting
- Village Department Heads meeting
- Kiwanis Club meeting
- Website Committee meeting
- Outreach Planning meeting
- Summer Reading Program planning meetings
- Summer Reading Program school visits
- Latino Literacy Project at North School
- Training for a Jim Gill program to be offered in March
- Interviewed Head of Circulation/Outreach applicants
- Little Free Libraries restocked

Library continued...

Programs and Services Offered Next Week

- PEEPS® Diorama Contest (ongoing)
- Marvelous Mornings
- WOW: Worlds of Wonder
- VPPL @ Healthy Kids Day
- Little Globetrotters Bilingual Storytime (Spanish storytime)
- Game Truck
- Anime & Manga Club
- Comics Workshop with Do Art Productions
- Movie Bag selections
- Happy Healthy Yoga

Parks and Recreation

Administration:

- New Program Supervisor, Ryan Weiler, started on 3/31/2025. Ryan will supervise fitness, youth athletics, tennis, open gyms and some special events.
- Staff met to review the first draft of the programs & events guide which is due to be published on 4/28/2025. Staff are working on revisions.
- Staff discussed with contractors; Village Hall elevator improvements, Jefferson Pool Liner cleaning and maintenance, and VPRC maintenance.
- Staff met with IRMA for a compliance assessment review.

Parks, Buildings & Ground Division:

- Staff work/repairs continue with landscape bed cleanup and mulching, sports field prep, 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.
- Pool liner install and cleaning are completed. The pool will be filled by the end of this week, or early next week, weather permitting

Recreation Division:

- Spring Soccer practices begin the week of Monday, April 7. Games run on Saturdays April 12-May 31. There are 187 registered (180 in 2024).
- Staff will attend the job fair at Willowbrook High School on April 8 to recruit lifeguards and Learn to Swim instructors and aides.
- Adult/Senior Programs
 - Bus trips to Little Traveler, Geneva for Sunday Brunch 3/24 and 3/30 (added to accommodate 12 on the wait list)
 - National Waffle Day 3/25, 15 participants.
 - Dining Destinations 3/26, Bakers Square, Woodridge, 14 participants
 - Let's Do Lunch 3/26, Broosters, Lombard, 20 participants.
 - Mystery Trip 3/28, Cracker Barrel, Naperville, 14 participants.
- Can Do Academy-new session have started 3/29; 2 puppies, 4 adult dogs.
- Spring Break Camp-Monday, March 31-April 4; 83 registered (57 in 2024)
- Fitness Center
 - Memberships
 - Paid Members: 1,289/Employees: 70
 - Total Memberships: 1,359/Revenue: \$163,476
 - Visits (daily and membership): 14,061
 - 89 days open/158 avg per day
 - Daily Admissions: 728;/Revenue: \$4,935

Public Works

- Work on Jackson Area Improvement continues with the installation of the 72” pipe down Madison. The contractor plans to reach the Madison and Addison intersection by the end of next week. Also, almost all of the easements needed for the installation of inlets for the backyards have been acquired and will be presented to the Board at the April 14th meeting.
- Monthly Electronic Recycling will resume this month as the staff has received a favorable proposal from eWorks Electronic Services Inc. for disposal.
- Met and gave a tour of the administration offices of Public Works and Community Development along with Fleet with Interim HR Director Scott.
- Staff worked on drafting the Lead Service Replacement Program for the Board’s consideration.
- Staff received a grant extension for the DCEO Stormwater Grant completion to this fall as we seek bids for the third time.
- Staff attended the Spring Sweep Meeting.
- Staff continued work with Enterprise Fleet Management to determine the timeframe of vehicles ordered.
- The new Park and Rec bus is completed and ready for pickup which is being coordinated for next week.
- Public Works Operation continued collecting water samples for the Lead and Copper testing requirements.
- Public Works Operations staff saw cut the pavement at water main break repair locations that occurred since last fall.
- Public Works Operations staff began parkway restoration at locations that were excavated for repairs since last fall.
- The WWFTF opened 1 time this past week with the rain storms
- LRS curbside yard waste collection began this week.

Finance

- Working with auditors to schedule final field work
- Various correspondence and emails.
- Continue review and reconciliation of BS&A General Ledger.
- Reviewed with Village Manager Final Budget Presentation and physical document release.

Community & Economic Development

- The Planning and Zoning Commission meeting scheduled for Thursday, April 10, 2025 is cancelled for lack of an agenda.
- The adoption draft of the Comprehensive Plan is available for review in advance of the April 14, 2025 Village Board meeting for approval.
- Attached is the 3 Year New Business Report 2022-2024, that the Economic Development Commission reviewed at their March meeting.