

Weekly Status Report

VILLAGE MANAGER'S MESSAGE (4/18/2025)

When I came to Villa Park just under three years ago one of the things that I wanted to do was to start to create a better work culture. Something that would outlast me and would be built by the entire organization, not imposed from above. Part of that was coaching the future leaders of Villa Park to be able to promote from within, and for those future leaders to be working from the same philosophy. A year ago we signed a contract with Strategic Government Resources to conduct a Local Government Leadership Academy and next week we will have the final session in year one. In addition to developing a group of young leaders speaking a common language, future leaders from Elmhurst, Bartlett, Bloomingdale, Carol Stream, Hanover Park, and Western Springs joined the class. This creates an instant network of colleagues trying to implement these concepts throughout DuPage County.

This week Chief Rivas, Deputy Chiefs McCann and Kubish, and Interim HR Director Scott and I reached a tentative agreement with the FOP-Sergeants collective bargaining unit (CBU). With a ratified agreement already completed with the FOP-Patrol CBU, this completes one cycle of all four CBUs during my tenure. It is the hope of all of us in Village leadership that this shows tangible proof that the Board of Trustees and department heads are committed to making Villa Park an employer of choice in DuPage County. As a Village we had fallen behind other communities and so we will need to be especially thrifty with expenditures in the 2026 Budget. However, our wages are competitive enough, I believe, that if we create an excellent work environment, we can attract and retain a workforce committed to service with integrity, and adaptability while being good stewards of the Village treasury.

While we are on the topic of creating a superior workplace culture, the final step of the employee survey process was completed this week. The early data from the survey was completed in January, but I wanted to follow up on some subjects where it seemed that the staff were not seeing any significant improvement in support from the leadership. Cory Plasch of CP2 Consulting conducted one-on-one interviews with a representative sample of employees. Once we have that data back a report will be distributed to the Board and employees.

This week I met with D45 as a preliminary to renewing the IGA for sports facilities; I participated in the July 4th Parade Committee; I participated in the meeting of the ILCMA Communications Committee; I participated in a meeting about the status of the 2024 Audit and the publication of the 2025 Budget; I participated in an internal meeting about the Garden State bonds; and I participated in interviews with three candidates for Finance Director. The decision will be coming next week for the Finance Director position. We had excellent candidates. I also met with department heads in the regular Tuesday meeting, and individually.

Matt Harline
Village Manager



UPCOMING ITEMS

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

- An Ordinance Adopting a 2025 Comprehensive Plan for Village of Villa Park, DuPage County, Illinois
- Ordinance establishing the wage and salary scale for Non Bargaining Employees
- Authorizing an Agreement for Phase I Engineering of the Grade Separation project
- Approving an Agreement with V3 Companies, Ltd., for Phase III Construction Engineering of the Harvard Avenue Improvement Project (Plymouth to Ridge).
- Approving a Collective Bargaining Agreement with the Fraternal Order of Police-Patrol Division
- Approving a Contract with Schroeder Asphalt for Construction of the Harvard Improvements
- Adopting a Parental Leave Policy
- Green Champion Award to Dave Gorman
- Proclamations:
 - Police Service Week
 - Historic Preservation Month
 - Public Service Recognition Week
 - Municipal Clerk's Week
 - National Safe Boating Week

Electronic Recycling

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

May 12, 2025
Reception for Newly Elected and Departing Elected Officials at 8:00 p.m.
Sugar Creek Golf Course

Tues. 4/15/2025 Dept. Head Meeting



Matt Harline, Village Manager
Chief Rivas, Chief of Police
Deputy Chief Mitsuka, Deputy Chief of Fire Dept.
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.
Liz Scott, Interim Director of Human Resources
Sandy Hill, Library Director
Cheryl Wagner, Executive Assistant to VM

Matt:

- Agendas reviewed for 4/14, 4/28, 5/12 & 5/19 discussed
- Reviewed Employee Survey results, discussed area key points. Parental leave was 2nd lowest request by staff.
- Chamber Installation Dinner Thursday 4/17/25
- Discussion on reports, being careful of scooters and bikes no that weather is warmer.
- Discussion on retroactive reimbursement lead water line replacements— require permit backup.
- Discussion about Employee Picnic May 8th, , and possible future options of using vendors instead of cooking.
- Discussed 5/12 meeting and Sugar Creek event after meeting.
- Finance Director in-person interviews this week.

Marc:

- Open Agenda in May, discussed training from Ancel Glink for P& Z Commissioners; included in budget.
- EDC Meeting 4/16/2025—TIF report review
- JRB meeting soon, after TIF reports complete
- Temporary help interviews ongoing
- Thursday target to post CED Analyst posting.

Chuck:

- Lauterbach & Amen agreement signed regarding Lufkin
- Accounting help signed Lauterbach & Amen, schedule timeline discussed.
- Will have Monthly and Quarterly Report will be ready.
- Parental Leave cost discussion

Mike R.:

- Officers to be sworn in on April 21,2025 in PD training room at 2pm— Ryan Maciopinto and Francisco Silva
- “Coco’s” birthday celebration today 4/15, discussed Proclamation for annual 4/15 celebration.
- Thursday is DuPage Chiefs administrative lunch
- Completed Statement of Economic Interest.
- Albright School 4/22 at 11am for groundbreaking—Dept Head mtg conflict
- July 4th VFW meeting, PD will have rep there.

Greg:

- Lions Park progress on sidewalks and playgrounds is moving fast (OSLAD grant).
- Door hangers going out for screening near options near Lufkin, plan to start in May.
- Contract for Concerts Services with VFW.
- Discussion on VPRC stairs/Williams.

Sandy:

- Employee Policy Handbook is finished.
- Audit Field Work last week
- Friends of the Library meeting for May 4th Craft and Vendor Fair (35 Vendors).
- Gisela Parker will be Head Circular Outreach Librarian, she is in process of relocating. Starts May 19th.
- Early Childhood reading donation and ongoing sponsorship from Dr. Tugana for early childhood reading materials and a staff person’s time.
- Staff opening for Head of Circ. & Outreach; and p/t position 20 hours per week.

Liz:

- Preparing summer hiring for Parks & Rec
- Discussion on staff who will be on leave and plan for staffing.
- Intern offer letter went out.
- Cost analysis of parental leave
- Working on OSHA Audit
- Job descriptions discussed.

Mike G.:

- Pot hole patching ongoing
- Staff is limited due to vacations.
- Restorations of parkways, using new hydroseeder
- Water tower needs Com Ed to come out before we can move forward
- “Station 82” water tower painting—tentatively mid-May.
- Jackson 72” pipe to turn and north on Addison next.
- Parks Dept truck to be ready end of week.
- Aerial Bucket Truck was outside on Monday.
- D88 would like to add more vehicles to the gas pump
- Harvard Avenue near North School hope to begin after school is out and be done before August.

Cheryl:

- Special Event Permits— Stations is ready to go.
- CFF at Cortesi and D45 5K confirmed new dates/ locations.
- Brian took off the Fire Dept and Police Dept portion of block party

Brandon:

- One candidate is ready to hire for FF/PM.
- One FF-only in school for PM is doing ride-alongs.
- D.C. Reposh was at Intergovernmental Meeting 4/10.

Department Reports

Administration:

Director of Human Resources

- Continue to review and train on BS&A and review configuration in HR and payroll modules
- Conducted Finance Director and Marketing Intern interviews all week.
- Developed new job descriptions and ads.
- Policy development as directed by VM and Board.
- Catching up on all processing of insurance claims and reviewing for updates.
- Current Position Openings:
 - Finance Director
 - Communications Intern (offer accepted)
 - 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

Information Technology

Hardware-

- Configuring two new PD MDT units.
- Configured new check scanner for finance.

Software-

- Resolved issue with 81 ambulance MDT connecting to DuComm.

Miscellaneous-

- Attended yearly GMIS conference in Bloomington.
- Attended meeting with parks staff about forms and software usage.
- Continuing to work on AI policy.
- Working on getting quotes for new network switches.

Communications

Communications Report

Social Media:

- Structure Fire Notice
- Trustee Seat Vacancy
- Arbor Day Tree Planting
- National Public Safety Telecommunicators Week – Thank you DuComm
- Electronics Recycling Saturday – new vendor
- Todd Borchardt for Bowling Halls of Fame
- No Mow Til Mother's Day Reminder
- VPRC Closed Sunday 4/20
- Pictures/Video from Egg Hunts
- Parks & Recreation Programs and Events

Website:

- Board of Trustees Vacancy – Now Accepting Applications
- Community & Economic Development – Analyst job posting

Other:

- All staff email sent and flyers out for Public Service Recognition Week, May 5-9
- Finalized 4th of July Parade Participant & Sponsorship Packet and updating website
- Updating the Spring Sweep website and starting promotions
 - Banners hung up at VH, VPRC, fence along ICC, and Salt Creek will hang one up.

Police Department

Week through April 16, 2025

- The Police Administration met with the Sergeants Union representatives as part of the Collective Bargaining process.
- The Police Department celebrated the birthday of Laurie “CoCo” Conforti-Zimmerman. CoCo passed away in July of 2023 but her kindness and care for others has left an indelible memory for all of us.
- The Police Department had a representative at the planning meeting for the July 4th, 2025, parade.
- The Police Administration viewed a lengthy podcast from ETSB to go over several updates related to PSAPs or public safety access points.
- The Police Department sent a representative to the periodic Intergovernmental meeting held at Willowbrook High School.
- The Police Department is solidifying plans to swear in two probational police officers on April 21st, 2025.

Fire Department

Week of April 9 through April 15, 2025

- The Villa Park Fire Department members continue to train to a higher level and participated in the following outside training this week: NIMS 200, NIMS 700, and First Amendment Audits.
- 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: skid load operations and EMS continuing education.
- The Villa Park Fire Department administration attended the following meetings: Villa Park, Lombard, and Oakbrook Terrace Intergovernmental meeting held at Willowbrook High School, Department Head meeting, BS&A Internal Review, Kiwanis, and July 4th Parade Committee.
- Paramedic student, Heather Erwin, rode with Medic 81 as part of her observation time.
- The Villa Park Fire Department is preparing for the water tower painting at Station 82.

Library

In the Works

- Department Heads meeting
- Village Department Heads meeting
- Rotary meeting
- POMS meeting
- Summer Reading Club meeting
- Educator Book Bags prepared and delivered schools
- Little Free Libraries restocked at Jackson Middle School, Jefferson Middle School, North School, North Terrace Park, and Oakbrook Terrace Park District
- Little Free Pantry restocked
- Display created: Astronaut Movies
- Adult Movie Bags prepared

Programs and Services

- Babies & Books (2 sessions)
- Toddler Time (3 sessions)
- Preschool Storytime
- Ready for Reading
- LEGO DUPLO Build + Play

Library continued...

- Rhythm & Rhyme Storytime @ VPRC
- Rhythm & Rhyme Storytime @ OBT Park District
- LEGO Builders Club
- Northern Illinois LEGO Train Club Show
- StickerPalooza
- Tween & Teen Book Bag Registration
- Teen Book Bag Pickup
- Cake Decorating
- Windows Fundamentals
- Movie Pack Subscription
- Adult Book Bag Subscription Registration
- Great Decisions 2025

Parks and Recreation

Administration:

- Staff met with Hacienda Landscaping/Upland Design to review Lions Park project
- Summer Program & Events guide is back with the designer after two rounds of proofing.
- Staff met to continue planning for the Summer Festival.

Parks, Buildings & Ground Division:

- Staff met with contractors for maintenance and repairs at the VPRC, window treatments at Village Hall and the VPRC, and painting at Village Hall.
- Staff have begun improvements to Lufkin Park, improvements include cleaning up the pathways from the winter season, installing additional trash cans, adding some additional pathway tie ins to outcropping stones, installing new signage around the pond, splash pad, and playground, putting up dog waste stations, replacing the Park sign, and preparing landscape areas for upcoming plantings.
- 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

Recreation Division:

- *Staff is finalizing the summer Program Guide.*
- *Staff continues to interview and hire for summer camp and Jefferson Pool positions.*
- *Jr Adventure Camp is averaging 50 campers a week (13 in 2024)*
- *Glam Jam (youth non-sport) ran on 4/16 with 11 participants.*
- *Adult/Senior Programs*
 - *Dining Destinations 4/8, McCook Bohemian Restaurant, McCook, 14 participants*
 - *Birthday Bunch & Lunch 4/10, 60 participants*
- Fitness Center
 - Memberships
 - Paid Members: 1,336
 - Employees: 71
 - Total Memberships: 1,407
 - Revenue: \$170,755
 - Visits: 16,042
 - 103 days open
 - 156 avg per day
 - Daily Admissions: 773 (\$5,275)
- Recreation Programs & Events
 - Participants to Date: 3,583 (2024 – 1,939)
 - Revenue to Date: \$219,570 (2024 - \$104,591)

Public Works

- The contractor completed the 72" main trunk pipe down Madison for the Jackson Area Improvement Project. They are now moving to install the storm sewer on Addison towards Washington. Additionally, the Village received the operation permit to reinstall the water mains that had to be adjusted on Madison to allow for the storm sewer installation.
- The Village received three bids for the Harvard Improvement (Plymouth to Ridge) and will bring forward to the Board a recommendation to award at the next board meeting. Construction is planned to start after school gets out so as not to burden North School.
- Staff meets with ComEd and the contractor for the Plymouth (Princeton) Water Tower Painting project to review the power lines near the tower to ensure the protection of the tent that will be installed in the middle of May. Work associated with the painting began this week with the installation of replacing several of the anchor bolts that were corroded.
- The Village received the Dodge Ram Full-size utility body truck from Enterprise that was included in last year's order. The truck had the bed lined for greater protection from damage and rusting.
- Bids for the 2025 Sidewalk Improvement Project are due next Tuesday. The staff has been answering questions concerning the bids.
- Arbor Day Celebration is next Friday at 11 am at Lufkin Park.
- PW Operations staff continue to battle potholes that have developed over the past winter. Crews continue to fill as many as possible.
- PW Operations staff continues to collect water samples for the mandatory Lead and Copper Water Samples for the IEPA requirements.
- Staff continues to work on updating the Lead Service Line website behind the scenes and launching the approved lead service replacement reimbursement program.
- Staff attended the Village Board Meeting, the 4th of July Parade Meeting, the IRMA PW Steering Committee, DMMC Public Works Directors meeting and assisted with the interviews of the Finance Director applicants.

Finance

- Continued working with Finance Director recruiting team in search and interview process
- Continued preparation of monthly and First Quarter 2025 Financial Reports
- Finalized professional services agreement for 2024 Audit Assistance with Lauterbach and Amen
- Met with Village Manager and Budget Preparation Team regarding finalization of 2025 Budget Document for submission to 3rd party printer
- Assisted Finance Department Staff with installation of new Check Deposit Scanner and related bank interface
- Met with Village audit team for review of audit open items as displayed in L&A control software (Suralink) and discussed duty assignments and tracking

Community & Economic Development

- The Economic Development Commission held a meeting on Wednesday April 16, 2025 at 5:30pm.
- The newly created position of CED Analyst has been posted internally and externally.
- Interviews for the Administrative Records Assistant (temporary) have concluded.