

Weekly Status Report

VILLAGE MANAGER'S MESSAGE (5/02/2025)

As the weather slowly, almost grudgingly warms into Spring, the Village is doing those things that go with spring. The water fountains in the parks (except by the skate park) are on, and even more importantly, the Splashpad water is on too. After a patch is made on the new pool liner the swimming pool should be filled next week or the week of the 12th – 16th. It will soon be time for summer concerts in Cortesi Park with Petty Cash opening on June 5th at 6:30 p.m.

The Chamber of Commerce will be welcoming Spring at Tribute Food & Bar (324 E. Central Blvd) this Saturday at noon for their Grand Opening. Tribute offers, “the flavors of Canada, the US & Mexico!” In addition to the bar there is a gelato stand, and food truck across Central Blvd from the Illinois Prairie Path (IPP).

Thank you to the FUN Commission and other volunteers, by the way, for doing their annual clean up along the IPP and the Great Western Trail (GWT). I was unable to participate this year, but this annual event makes a tremendous difference in keeping the trails clean and the environment healthy. The paths are also safer due to the installation of Rectangular Rapid Flashing Beacons at the intersection of IPP and Monterey Avenue, the intersection of the GWT Trail and Harvard Avenue, and the GWT and Ardmore. This was a priority of the Board of Trustees and so we intend to have RRFBs added at the IPP and Harvard, and the IPP and Summit before the end of the year.

The Village continues to pursue abatement of the property by the Metra Train Station. This week in adjudication court they were granted an additional two-week continuance until June 5th. The rubble that has been there for two years was kept on site to sever as aggregate for the EcoTerra project with the goal of reusing as much material as possible. At this point however, the project has come to an end and the banners currently hanging on the fence promising a project soon to come are not actually legal because the project has been closed out. The Board of Trustees has met in open and executive session looking for a way to move the process along as quickly and efficiently as possible to get the property cleaned up and eventually developed.

I met with staff and BS&A staff as I worked on the budget document for 2025 this week. I attended the monthly Manager's meeting at DMMC this week. I had my last weekly meeting with out-going President Nick Cuzzone, and my first weekly meeting with incoming President Kevin Patrick. I also met with department heads in the regular Tuesday meeting, and individually.

Matt Harline
Village Manager



UPCOMING ITEMS

May 12, 2025 at 7:00 p.m. Board of Trustees Agenda

- Presentation of Plaques to Exiting Board Members & Clerk
- Oath of Office for Newly Elected Officials
- Reconvene with Newly Established Village Board.
- Historic Preservation Commission Plaque Presentations
- Proclamations:
 - National Public Works Week 2025 May 18-24, 2025

May 19, 2025 at 6:00 p.m. Committee of the Whole Agenda

- Parental Leave Policy
- Grade Separation & Safety Technology

May 19, 2025 at 7:00 p.m. Board of Trustees Agenda

- Resolution Approving a Collective Bargaining Agreement with the Fraternal Order of Police-Sergeants.
- Resolution Approving a Contract with Davis Concrete Construction Co., of Monee, Illinois, for Construction of the 2025 Sidewalk Improvements
- Resolution DCEO Monterey Agreement to Accept Grant
- Proclamations:
 - Stuerle Funeral Home Proclamation

Coffee with the Board

Sat. May 3, 2025
9:00 a.m.

Village Hall Board Room, 2nd Floor

Tues. 4/29/25 Dept. Head Meeting



Matt Harline, Village Manager
Chief Michael Rivas, Chief of Police
Deputy Chief Mitsuka, 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:

- Budget and BS&A discussion, changes still need made in software.
- Parental Leave discussion will be on COW Agenda 5/19, Grade Separation IT on Agenda too.
- Strategic Plan discussion
- Agendas reviewed for 5/12, 5/19, and 6/9 agendas and status discussed.
- COW meeting may be cancelled for May 12, 2025.
- Communication Specialist temporary replacement discussed.
- SCGC IGA Update on Agenda and other items discussed.
- Interim Assistant Village Manager discussed.
- Next week DH Meeting with Brian at 10am. sd

Liz:

- Tuesday May 13th, at 1:15pm—Easterseals presentation, wear Autism shirts
- Intern (Lily) starts May 12th, HR & various other things.
- Committee working on May 8th Picnic.
- Shout outs by Friday.
- Payroll training discussion.
- Job descriptions being worked on

Sandy:

- Lego event was good
- Craft Fair this weekend
- Employee out on FMLA, lots of illnesses going on.
- Lost one staff member and hired two pages for Library.

Mike R.:

- Update on HR Director question
- Payroll discussion for time Patty is out.
- MERIT goodbye for Chief Rivas May 6
- He has mugs, pins and other things for events.
- Meeting with police and firefighters for Sergeants test
- Resident upset with police contact, came into station.
- Discussion about recent eviction situation and status of matter, more notice would have helped.

Chuck:

- Lauterbach & Amen Report -Lufkin Grant \$200K almost closed.
- Audit assistance from Nathan discussed
- Audit field work further delayed.
- Working on Economic Incentive Agreement Amounts

Marc:

- Historic Preservation Commission meeting on 5/1/2025
- Self-guided walking tour to be unveiled.
- Interviews for Analyst this week.
- P & Z Ancel Glink \$1,200 for training
- Adjudication Thursday 5/1—Eco Terra matter
- Temporary starts May 19.
- He sent FOIA attachments back.

Greg:

- All water fountains and spray pads will be turned on by May 2nd.
- SCGC Board meeting May 1st. VP 3/Elmhurst 4
- Sugar Creek Bridge #1 was repaired.
- Sugar Creek 50th year Anniversary in October.
- 1350 Memberships at VPRC, \$10k in daily.
- OSLAD grant for Lions Park.

Brandon:

- PM/FF offer to candidate, start June, Academy in July.
- Lunch with firefighter won by resident.
- Couple of Public Education events
- A/C in Station 82 discussed.
- Meeting with Kluber next week

Cheryl:

- Still closing out FOIAs left behind from personnel changes.

Mike G.:

- VP road closure possible with UPRR work possible, TBD.
- IEPA—Changed sampling—must have 20% of Education and Daycare
- Jackson area ongoing—moving to Wisconsin, Harvard will take place after school gets out.

Administration:

Director of Human Resources

Weekly HR & Safety Update

- Continuous management of all risk management claims.
- Onboarding of new staff, and promotions for internal staff.
- Continuous review of new ERP software configuration and use.
- Preparation for all end of benefit year processes.
- Preparation of proposal for new Paid Parental Leave Policy.

Recruiting

Closed Positions

- Temporary CED Records Assistant

Pending

- Finance Director
- Custodian (mid shift)
- Community & Economic Development Analyst

Open Positions

- Day Camp Counselors
- Seasonal Swim Aid
- Lifeguard
- Soccer Referee
- Tennis Instructor
- Mechanic Apprentice
- Public Works Laborer

Information Technology

Hardware-

- Installed two new scanners at PD.
- Configuring old board laptops for loaner use.
- Replaced damaged TV at VPRC in the fitness center.
- Installed new virtual host server in the rack.
- Working on resolving printing issues on printer at VH.

Software-

- Verifying address data in BS&A to insure no duplicates are found.

Miscellaneous-

- Working with Dell to quote new computers for this year.

Communications

Communications Report

Social Media:

- My Villa Park App
- Villa Park Summer Festival – Sponsorship opportunities
- Green Champion Award and Safe Boating Week from Village Board Meeting
- Du-COMM new tornado siren activation coming soon
- Parks & Recreation Summer Brochure available
- Pool Passes on Sale
- May Village and Community Events

Communications continued

Website:

- Working with Parks & Recreation and IT to update rentals on the website and in Civic Rec
- [DU-COMM to Launch Fulton Automated Tornado Siren System on May 1, 2025](#)

Other:

- Reminder to submit staff shout outs, check email that was sent to all staff for Public Service Recognition Week, May 5-9
- Available staff with t-shirts to go to Easterseals on Tuesday, May 13 at 1:15 pm to present check from funds raised in April and take group picture
- Working on promotions for Waves of DuPage Unveiling Event at the VPRC Friday, May 23 from 6-8 pm
- Working on setting up Villa Park information in Recycle Coach app

Police Department

Week through April 24 – April 30, 2025

- The sworn officers participated in scenario-based training at a site near Walmart. The scenario-based training concentrated on traffic stops.
- Our in-house social worker attended the Tri-Town Y-Data Intelligent bi-weekly meeting as part of the Transformational Grant.
- Final planning and preparations were carried out for the upcoming MERIT General Meeting slated for May 6, 2025.
- The Police Administration filled out a survey for Social Worker Services for our agency. The Survey is being recorded by all Public Safety Access Points (PSAPS).
- The Patrol Division is planning/ scheduling the 2025 IDOT Memorial Day Campaign. The focus will be on occupant protection.
- An extra watch has been entered into Frontline System to address complaints of speeding autos in the 880 block of South Villa.

Fire Department

Week of April 23, 2025, through April 29, 2025

- The Villa Park Fire Department members continue to train to a higher level and participated in the following outside training this week: Rope Operations in Romeoville and Servant Leadership Training.
- 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: hose line deployment, driver training, and Candidate Training.
- The Villa Park Fire Department Administration attended the following: Mutual Aid Box Alarm System (MABAS) meeting held at Addison Fire Station 71, Good Samaritan EMSS Fire Chiefs Meeting, Du Comm Board of Directors meeting, the Village Board Meeting, Fire Chief Steering Committee (IRMA) Kiwanis, and Weekly Admin Meeting.
- Conducted a critique with the crew who responded to the fire that occurred on April 17, 2025, at Crown Metals located on 765 S. Route 83.
- New A/C units are being installed at Fire Station 82.

Parks and Recreation

Administration:

- Staff attended the final session of Leadership Academy at the VPRC on Thursday April 24, this was Villa Parks first year in doing this, a lot of information was shared and learned
- Staff attended the Village Board meeting on Monday April 28 at Village Hall.
- Staff worked with Public Works, Environmental Concerns, and Village staff for the planting of the Arbor Day tree at Lufkin Park on Friday April 25.
- Staff worked with contractors for maintenance and minor repairs at the VPRC.
- Staff met to continue plans for the upcoming Summer Festival event.
- The Summer Program Guide will go live the week of April 28.

Parks, Buildings & Ground Division:

- Staff installed two memorial benches and one memorial tree at the VPRC, these memorials were at Lions Park prior to the VPRC construction project and were removed to avoid being damaged or destroyed.
- Staff prepped and plans to open the outdoor drinking fountains and Spray pad on May 1.
- Staff work/repairs continue with Lufkin Park improvements, 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 continue to interview and hire for summer camp and Jefferson Pool positions.
- The Village Lifeguard class began on Sunday, April 27, at the College of DuPage swimming pool. We have 12 enrolled.
- Staff is meeting with VPYB to discuss game schedules and field reservations on Monday, May 5.
- Entertainment for the Summer Festival has been booked.
- NEW- Sunday Morning Adult Co-ed Pickup Basketball starting 5/2!
- Special Events
 - Mom/Son Night 5/9 20 participants as of 4/29
- Recreation Program Participants and Revenue thought April 29, 2025
 - Participants to Date: 2025: 5,882, (2,176 in 2024)
 - Revenue to Date: 2025: \$277,137, (\$161,094 in 2024)
- Fitness Center
 - Memberships
 - Paid Memberships: 1,350
 - Employee Memberships: 74
 - Revenue: \$171,646
 - Visits:
 - Total Visits: 17,835
 - Days Open: 116
 - Avg. visits per day: 154
 - Daily Admissions: 2056
 - Daily Revenue: \$10,170
 - Revenue to Date: \$227,137 (2024 - \$161,094)

Library

In the Works

- Library Board meeting
- Department Heads meeting
- Village Department Heads meeting
- Rotary meeting
- Outreach Services meeting
- SWAN/DUX meeting
- Interviews conducted for open Page position
- Display created: VE Day

Library continued

- Little Free Library re-stocked at Stella May Swartz Elementary School and library
- Storytimes conducted at Villa Park Rec Center and Oakbrook Terrace Park District
- Movie Selections Surveys
- Book Discussion conducted by staff

Programs and Services

- Babies & Books (2 sessions)
- Toddler Time (4 sessions)
- Preschool Storytime
- Morning Makers
- Ready for Reading
- LEGO DUPLO Build + Play
- WOW: Worlds of Wonder
- Mother's Day Craft Open House
- Teen & Tween Book Bag registration
- Happy Healthy Yoga
- Windows Fundamentals
- The Voice that Rocked America: Dick Biondi and the History of Pop Radio
- Garden to Plate Dining
- Dairy Free Cheeses
- Tri-Town YMCA Parent Navigator's Table hosted
- Westmore Elementary End of School Bash
- Summer Reading Program presentations: Stella May Swartz Elementary School

Public Works

- Jackson Area Improvements continue this week with the storm installation on Addison. The storm sewer on Addison will be wrapping up hopefully by the end of this week. The contractor will begin with curb and gutters in Madison next week.
- The mechanic apprentice and the public works laborer positions have been posted .
- Staff attend the spring sweep meeting to finalize the details for the event coming up.
- Staff is preparing the contract documents for the Harvard Project so it can begin once school ends.
- Engineering staff meet attending a kickoff meeting with Elmhurst and IDOT regards the IL 83 and Frontage Road intersection to discuss the phase one.
- Engineering staff meet with CDM Smith to discuss the Phase I engineering scope.
- PW utilities operations staff continues to collect water samples and began reviewing the new IEPA sampling requirements for schools and daycares.
- PW street operations continue pot hole patch and trim trees.
- Fleet worked on routine maintenance and vehicles as needed.

Finance

- Continuing discussions with auditors on scheduling of accounting assistance and audit fieldwork
- Meeting with Village Manager regarding remaining open items in production of Budget document in BS&A (new ERP) format
- Follow up with Public Works Department and IEPA regarding outstanding loan payments due
- Reconciliation of General Obligation Debt Service invoices received from debt service custodian with debt payments due per loan agreements
- Finalizing Lufkin Park Grant reimbursement submission for advanced payment interest earned
- Submission of final reports of SLFRS (ARPA FUNDS received) to US Treasury

Community & Economic Development

- The Historic Preservation Commission held a meeting on Thursday May 1, 2025 at 6:00pm
- The Planning & Zoning Commission has a meeting scheduled for Thursday May 8, 2025 at 7:30pm
- The Comprehensive Plan has been recorded, published, and posted on the Village's website.
- Interviews for the CED Analyst position have concluded.