

Weekly Status Report

VILLAGE MANAGER'S MESSAGE (5/30/2025)

Greetings:

I was asked to describe Villa Park in a word or two. I would definitely use the word “vibrancy”. I felt that vibe four and half years ago as I feel it strongly today. The Garden Village is loaded with character with interesting landmarks, neighborhoods and people. This vibrancy is represented by the energy people bring to public meetings and to special events. The people demand results and that is what we intend to give by making common sense decisions and delivering on requests in a timely, positive manner. As a police officer for 35 years, I have spent a career dealing with people who were upset and frustrated at what they were experiencing. I always felt it helpful to slow things down and look at things from their perspective. This approach has been highly successful in solving problems.

In experiencing a five-hour filibuster over my appointment, what I fully realize is people are passionate but they also want progress, and they want Village Service to deliver. That is our intent to upgrade the Village in many aspects. The first day on the job, I met with three different Department Heads/ second in charge. The exchange of ideas and thoughts to improve the Village ranged from theoretical to attainable. With the list of Department Heads at the helm all I can tell you is, you “ain’t” seen nothing yet.

The Staff clearly understands the mandate from the Board for economic growth, look at development with guidance from the newly created Comprehensive Plan, and to deliver Village Services to the satisfaction of the customer. I would only add to that mandate of “labor force stabilization”. What this means is fill open positions with qualified professionals who share a passion for their job and this community. It is our goal to build a labor force of committed, positive and productive career minded Village employees.

I look forward to speaking with as many people as possible to continue to build a vision we can all be proud of.

Mike Rivas

Village Manager



UPCOMING ITEMS

June 9, 2025 at 6:00 p.m. Committee of the Whole Agenda

- Parental Leave Policy
- Grocery Tax Discussion

June 9, 2025 at 7:00 p.m. Board of Trustees Agenda

- Presentation by the Community F.U.N. Commission—Recap of the Waves of DuPage Event from Friday, May 23rd.
- Recognition for Eagle Scout Nicholas Denault, Troop 202, Lombard, IL
- Presentation—Kyle Schnettler, Villa Park Chamber of Commerce.
- Proclamations:
 - National Safety Month 2025
- An Ordinance Amending Section 3-313 (A) of Chapter 3 of the Villa Park Municipal Code in Order to Increase by One the Maximum Number of Licenses Permitted Under the Class D Liquor License Classification
- Resolution Authorizing an Agreement with CDM Smith for Phase I Engineering of the Grade Separation
- Resolution Approving a Collective Bargaining Agreement with the Fraternal Order of Police-Sergeants.
- Resolution Approving a Contract with Mauro Sewer for Construction of the Ridge Road Drainage Improvements
- Resolution Approving Final Change Order Number 01 to the Contract with Superior Road Striping, Inc., dba High Star Traffic, for the 2024 Pavement Marking Program

June 23, 2025 at 7:00 p.m. Board of Trustees Agenda

- Fire Department Presentation - Swearing In Tom Sandino at 5:30p.m.

Coffee with the Board

June 7, 2025 at 9:00 a.m.
Village Hall Boardroom

Tues. 05/27/2025 Dept. Head Meeting

Village Manager and all Department Heads Present



Matt:

- Addressed the Department Heads and thanked them. He expressed his gratitude and said he felt honored to have worked with everyone there to serve the Village of Villa Park. He congratulated Mike Rivas and turned the meeting over to him.

Mike:

- Thanked Manager Harline and addressed the staff.
- Discussion on priorities, starting with Finance Department.
- Susan Mika started as Director of Finance.
- Requested upcoming deadlines in Finance Department from C. Howard.
- Discussion on Amazon Business Accounts and P-cards.
- Discussion on revisiting flood plan, update previous plan.
- Importance of Work/Life balance.
- Will be looking at meetings, making some changes.
- Communication with Board discussed.

Liz:

- Parental Leave Policy discussion, many other municipalities were contacted regarding their policy and she is working on a cost analysis for our Policy.
- She is here to support the new Manager.
- Working on continued compliance needs left from previous AVM. Matt and Cheryl have assisted in taking over additional workflow.
- Priority is payroll processing this week.
- Discussion on possible additional assistance options.

Marc:

- Discussed header on previously created Board meetings and a specific revision. Cheryl already completed elected officials items, finishing in process of items needed for new Board members and staff changes.
- Ashtyn will be at CED Department on Weds, she is working on various items and then coming to VH.

Chuck:

- Suzy is training and getting things moving along.
- Discussion on his time left and priorities.

Sandy:

- Gisela started, and library staff is very happy about that.
- Summer Reading Club starts next week.
- High School exam nights changed, library will have comfort dogs and snacks, and will be open until 10pm.
- Library Board meeting tomorrow, will vote on Board positions.

Cheryl:

- Waves of DuPage Recap to be added to June 9th Agenda; F.U.N. Commission to give presentation.
- Continued flood of solicitor permits.
- Continued work on FOIAs, block parties and Special Events.

Mike G.:

- SAMs Discussion, Feds want consolidation.
- Cleaning town from storm., Branch pick up Fri., 5/30.
- RFB on Villa intermittently working.
- Will start on Harvard next week (Tuesday).
- Working near Metra on water pipe, loop Beverly and Chatham.
- Binders going down on Madison, contractor still on Wisconsin.
- Discussion on funding– part of Wisconsin plan.

Brandon:

- SAM issue again this year, interfering with Grants.
- Thirty-four calls in 24 hour period during storms.
- Sprinkler training and ladder training.
- Sandino swearing in on June 23, 2025.

Greg:

- SCGC Meeting tonight
- Things coming down the pike.
- Discussed things accomplished and his 15 years with the Village, all very worth it.

Department Reports

Administration:

Village Manager

- Village Manager Mike Rivas had his first day on May 29, 2025.
- Manager Rivas appointed D/C Todd Kubish as the permanent Chief of Police for the Villa Park Police Department. Chief Kubish was sworn in by Village Clerk Laukant on May 29, 2025. Chief Kubish's drive, intellect and strong communication skills make him the best candidate for the job.
- Village Manager met with 8 staff members, some scheduled and some impromptu, and also spoke with 5 different elected officials. The Village Manager would like to set up a schedule for all elected officials to meet to go over upcoming agendas and for full transparency.

Director of Human Resources

- Payroll analyst is on leave. Interim HR Director is filling in for updating employee profiles and payroll processing. Thank you, staff, for your patience during this time.
- BS&A review and configuration set up finalization for HR & payroll in progress.
- Current Position Openings:
 - Director of Parks and Recreation (posting)
 - Public Works Laborer (interviewing)
 - Public Works Fleet Mechanic Apprentice (interviewing)
 - Recreation seasonal learn to swim
 - Custodian – VPRC – Evenings (internal posting)

Information Technology

Hardware

- Configuring two new tablets for fire vehicles.
- Configured laptop for analyst position.

Software-

- Exported all of Cityview permit data to our local storage.
- Renewed a certificate on the firewall.
- Installed updates and rebooted all servers.
- Installed an update on the firewall.

Miscellaneous-

- Sent in a warranty repair for a PD MDT unit.
- Working on BS&A address cleanup and verification.

Communications

Social Media:

- Library Free Summer Lunches
- Lions Park Construction Update
- Pictures from VPRC Waves of DuPage Unveiling Event
- Memorial Day
- Sgt. Svara Graduation
- VPPD and FD at Ardmore School Field Day

Website:

- Updated Staff Directory and Contact Us on website for personnel changes
- [Receive a Free Vessel Safety Check](#)
- [The Villa Park Police Department Announces "Click it or Ticket" Campaign Numbers](#)

Other:

- Rose Paving LLC Ribbon Cutting is on Thursday, June 5 at 3:00 pm at 600 N Villa Ave.
- Working on setting up Villa Park information in Recycle Coach app with LRS
- Updated [Block Party Application](#)

Police Department

Week of May 21 - May 27, 2025

- Dumpster Fire – No video at location – believed to be juvenile offenders
- Flock Hit – Retail Theft offenders out of Wheaton – suspects arrested and turned over to Wheaton
- Delayed Retail Theft – Investigation ongoing
- Village Hall – Issue with the front door lock B.Roche / B. Sawyer working on remedy
- Michael Rivas is now Village Manager
- Todd Kubish is now Chief of Police

Fire Department

Week of May 21 - May 27, 2025

- Internal training activities focused on EMS continuing education, ladder operations, and a stroke seminar led by Brittany Brunner from Elmhurst Memorial Hospital.
- Fire Department Administration participated in the Officers' Meeting, as well as meetings of the Board of Fire and Police Commission, Mutual Aid Box Alarm System (MABAS) Division XII, and Nicor Gas' long-term gas infrastructure planning session.
- On May 23, the Public Education team took part in Ardmore School's Field Day, where students explored the fire engine and learned about being a firefighter.
- Fire Department CPR instructors provided training for Recreation Department personnel on May 23 at the Villa Park Recreation Center (VPRC).
- The Fire Department attended the VFW Memorial Day ceremony at Cortesi Park on May 26 to honor and support veterans.

Finance

- Met with Chuck Howard to initiate the transition process
- Met with Director McLaughlin to review the history and current status of the Village's TIF Districts
- Began one on one meetings with the Finance staff to better understand their roles and start identifying areas where processes can be improved
- Started reviewing the Village's 2023 annual financial report (audit) to assess the status and progress for the 2024 annual financial audit.

Parks and Recreation

Administration

- Staff met with Upland Design to discuss the Lions Park Baseball Field improvement project documents and timeline.
- Staff met with contractors to install a new boiler system at Fire Station 82, and for fire system repairs at the Police Department.
- Staff met to review and discuss the Local Government Leadership Academy.

Parks, Buildings & Grounds Division

- 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

- *Saturday, May 24, Jefferson Pool opened for Memorial Day weekend for the first time in many years. It was a very cool weekend.*
 - *Between 12 noon-6p each day the air temps sat between 56-66 degrees.*
 - *Due to the chilly nights and rain, the water temps in the main pool were between 74.5 – 79 degrees.*
 - *The wading pool temps were much more endurable at 76.3-82.6 degrees. (81-85 degrees is most desirable for recreational swimmers.)*
 - *A total of 57 patrons visited Jefferson Pool over the Memorial Day Weekend.*
- *Summer basketball practice began at the VPRC this week and the first day of games will be Sunday 6/1.*
- *Last day of spring soccer games is Saturday (1 team has a make-up game 6/7)*
- *Summer Day Camp staff training week of 5/27*
- *Summer Day Camp is averaging 71 campers per week and begins on June 2 (35.5 in 2024)*
- *Summer Concerts at Cortesi Veterans Memorial Park begin on June 5 at 6:30p with a Villa Park Fan Favorite: Petty Cash!*
- *Adult/Senior Programs-(67 participants)*
 - *National Quiche Day 5/20*
 - *Bus trip-Paramount Theatre, performance of Cats and lunch prior; this trip was added to accommodate a wait list of 12*
 - *Let's Do Lunch Carryout 5/22, Michael Anthony's, Villa Park*
 - *Mystery Trip 5/23, Country House, Geneva*

Library

In the Works

- Department Heads meeting
- Village Department Heads meeting
- Rotary meeting
- Outreach Staff meeting
- Kiwanis meeting and presentation
- Little Free Libraries restocked in the community
- Book review written and posted
- Summer Reading Presentations: York Center School, Salt Creek Elementary
- Storytimes conducted at Villa Park Rec Center and Oakbrook Terrace Park District

Programs and Services

- Summer Lunch served Tuesday–Thursday
- Marvelous Mornings
- LEGO DUPLO Build + Play
- Homeschool Hangout
- Tween & Teen Book Bag Pick-Up
- Morning Makers
- A Traditional Chinese Tea Demonstration
- VPPL @ Welcome Back to Nature with Oakbrook Terrace Park District
- VPPL @ the Village of Villa Park's June Summer Concert

Community & Economic Development

- Permit Tech interviews have begun.
- Staff met with a property owner on S. Villa in Old Town regarding a potential new business.
- Staff sent TIF grant information and application to a potential applicant on East North Avenue.

Public Works

- Public Works welcomed Engineering Intern Samantha 'Sam' Voirol back to Villa Park this week. Sam grew up next door in Elmhurst, graduated from York High School, and is currently majoring in civil engineering at the University of Illinois at Urbana-Champaign. Sam interned for the Engineering Division over winter break and is now back for the summer vacation. We are excited to have her back!!
- Construction of the Jackson Area Improvement Project continued this week with the installation of new storm sewer on Wisconsin between Madison and Washington. Placement of a preliminary layer of asphalt, or "binder course" was also completed on Madison Street this week. Several water shutdowns are expected to take place next week to accommodate the removal and replacement of fire hydrants, and other water system work.
- Streets and Forestry Division staff completed the pickup of trees and branches from the storm two weeks ago. Two crews have spent most of the past two weeks engaged in those pickup efforts. All streets in the village were collected at least twice.
- Work on the Plymouth Water Tower Painting Project began this week, with installation of the rigging for the paint curtain currently underway. Sandblasting efforts will begin when the rigging is complete, and the curtain is in place.
- Engineering Division staff is completing pre-construction activities for the Harvard Avenue Improvement Project (Plymouth to Ridge). Full construction operations are expected to begin next week.
- Engineering Division staff is also coordinating the start of construction of sidewalk installation and replacement work.
- Utilities Division staff continued working on the in-house construction of a new water main loop in the north Metra commuter lot.
- Utilities Division staff also continued to collect lead and copper water samples, to send out notices for the next round of water meter replacements, and to shut water services off for non-payment.
- Staff installed flags throughout the village in recognition of Memorial Day.
- Fleet Services Division staff is preparing village vehicles for sale at auction.
- Public Works staff attended the swearing-in of new Police Chief Todd Kubish.