

# Weekly Status Report

VILLAGE MANAGER'S MESSAGE (6/27/2025)



This week Villa Park experienced two large crowds for two different reasons. The first gathering was for the 2025 Villa Park Summer Festival. The weather was extremely hot early on. The weather had everything to do with citizen attendance being at an extremely low number. The Parks and Recreation Staff reported they only sold sixty-five activity bracelets for children. The planning and preparation for the event was extensive. There were inflatable bounce houses for kids, numerous local vendors, several food choices, and local bands to entertain the crowd. As the sun went down, Villa Park showed out. By the time Seven Soul took the stage, there were very few spots to sit in the grass and near the seating area by the beer tent. I enjoyed serving drinks with my fellow volunteers. Once the Festival was over, it was equally impressive to watch dedicated staff break down tents, tables and chairs in record time. It was great to run into old friends and former co-workers as we all enjoyed the evening together. The event was a huge success in the fact it brought family and friends together.

A second gathering of a large crowd took place at the June 23<sup>rd</sup> Village Board meeting. The meeting had all the indications of being a heavily attended meeting. Villa Park Police and Fire did an excellent job in maintaining everyone's safety by observing the capacities of both the Board Room and the COW Room. Crowds were safely allowed to form in the hallway and down the stairs. It was great to observe the swearing in for new Fire Fighter Thomas Sandeno. Next was the honoring of Eagle Scout Nicholas Denault. After a speech by Chamber of Commerce President Kyle Schnetler, the main event started. Thirty-five speakers signed up to publicly speak on the proposed changes to the established Commissions. It was fascinating to hear the myriad of perspectives on the topic. I have spoken about a collaboration between elected officials, staff, and the public. I listened to every speaker, and it appeared the Village Board was listening with several Board Members taking notes. It is my sincere hope to whatever is decided about the Commissions, that everyone feels they have been heard and have offered a perspective that is pragmatic and helps move the Village forward. One thing is abundantly clear; Villa Park is filled with talented volunteers all wanting to help our great Village.

Sincerely,

Mike Rivas  
Village Manager

## UPCOMING ITEMS

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

- Discuss Commissions
- Discuss an Ordinance Regulating Electric Scooters

### July 14, 2025 at 7:00 p.m. Board of Trustees

- Swearing in of Chief Todd Kubish, Deputy Chief James Svava and Sgt. Eric Haimann.
- Community F.U.N. Commission Presentation - Recap on Waves of DuPage Event held on Friday, May 23, 2025, at the VPRC.
- Ordinance Amending Chapter 23 of the Villa Park Municipal Code to Implement a Municipal Grocery Retailers' Occupation Tax and a Municipal Grocery Service Occupation Tax.
- Amend Resolution Adopting a Paid Parental Leave Policy For Employees of the Village of Villa Park.

**July 3rd 2025**

**7pm—9pm**

Annual Ice Cream Social  
Villa Park Historical Museum  
Ice Cream, music & model trains

## 2025 FOURTH OF JULY PARADE

**"FOREVER UNITED"**

**10:00 A.M.**

**PARADE ROUTE ON LAST PAGE**

### Kiwanis Wednesday Concerts **6:30pm at Ruggard Gazebo & Prairie Path**

- July 9: Lake Effect
- July 16: Rick Lindy and the Wild Ones
- July 23: St. John's Lombard Praise Team
- July 30: Full Volume Classic Rock

# Department Reports

## Administration:

### Village Manager

- The Village Manager, numerous staff members, seasonal workers, and volunteers worked the 2025 Villa Park Summer Festival.
- The Village Manager attended the ribbon cutting for Midwest Care Pediatrics. Welcome to Villa Park!
- The Village Manager attended the swearing in get together for fire fighter Thomas Sandeno.
- The Village Manager met with Illinois House of Representative Diane Blair-Sherlock.
- The Village Manager met with numerous Trustees, individually, to go over the Village Board of Trustees Agenda for the meeting on June 23, 2025.
- The Village Manager hosted the fastest Department Head meeting with the meeting taking only 31 minutes.
- The Village Manager is attending the DuPage Mayor's and Manager's Conference Meeting in Addison.

Manager's Note: We will not include notes from the weekly Department Head meetings in the Weekly Report. Issues and items discussed are often of a sensitive nature and not for public consumption. If a Department Head should mention something beneficial for public consumption, we will add the item to the Weekly Report.

### Director of Human Resources & Risk Management

- The Interim HR Manager was out of office June 16<sup>th</sup> – June 20<sup>th</sup>. The HR & Payroll Analyst returned to work during this time.
- Current Position Openings:
  - Accounting Manager (Posted-Sourcing)
  - Director of Parks and Recreation (Posted-Sourcing)
  - Public Works Laborer (interviewing)
  - VPRC Front Desk Ambassador (Posting-Sourcing-Interviewing)
  - Custodian – VPRC – Evenings (Will Be Posted Externally This Week)
  - Police Officers (Recurring Posting)

### Information Technology

#### **Hardware-**

- Imaging new fire dept computers for deployment.
- Configured new laptop for PD.
- Deployed three computers in PW.

#### **Software-**

- Installing Adobe on several computers.
- Configuring our new virtual host server.
- Updated virtual server software.
- Extracted permit history data from cityview.

#### **Miscellaneous-**

- Comcast replaced the modem at Metra for additional bandwidth for cameras. I reconfigured the settings for connectivity.
- We were able to resolve the backup and emergency call box issues at FD82.
- Renewed CJIS certification.

## **Police Department**

June 18 – June 24, 2025

- Officers were invited to attend a voluntary review and discuss Critical Incident Debrief on the recent high-risk event that involved a complex and dynamic police response (SWATTING) led by Sgt. Pagan
- Chief Kubish, DC McCann, DC Svara and Christina met with Suzy in finance to discuss PD budget and seizure fund
- Sgt. Haimann was sworn in Friday, June 20, 2025. He will officially be sworn in on July 14, 2025, at Village Board Meeting
- With the approval of the Sgt's contract, this payroll will reflect their retroactive pay
- Additional police presence within the neighborhoods has a welcomed response by residents

## **Fire Department**

June 18 – June 24, 2025

- Fire Department personnel responded to 74 EMS and Fire calls. In addition, members took part in Mayday/ Rapid Intervention Team (RIT) activation training, Vector Check-It system training, EMS continuing education, and emergency response training for lifeguard staff at Jefferson Pool.
- Fire Department Administration and Lieutenants conducted their monthly Officers' Meeting on Wednesday, June 18, to discuss operations, training initiatives, and departmental updates.
- Fire Department Administration participated in a Development Review meeting, a permit planning session, and attended a Kiwanis meeting to support ongoing community engagement.
- On Monday, June 23, the Villa Park Fire Department proudly welcomed Armando Onorato as our newest probationary Firefighter/Paramedic. We are excited to have him join the VPFD family!
- The swearing-in badge ceremony and reception were held on Monday, June 23, in honor of Firefighter/Paramedic Thomas Sandeno, who successfully completed his probationary period. Congratulations, Tom!

## **Library**

### **In the Works**

- Department Heads meeting
- Village Department Heads meeting
- Rotary meeting
- Kiwanis meeting
- POMS meeting
- Interviews for Circulation Assistant
- Restocked Little Free Libraries and food pantry outside library
- Adult Movie Bag: planning and preparation
- Seed Library: cataloging and processing seeds
- Outreach at the Village's Summer Concert @ Cortesi Park

Library continued...

- Enrollment in Youth Summer Reading Program: 549
- Summer Lunch served Tuesday–Thursday
- Villa Park Summer Festival
- Babies & Books (2 sessions)
- Toddler Time (4 sessions)
- Marvelous Mornings
- Picture Book Picnic @ Twin Lakes Park
- Rhythm & Rhyme Storytime at VPRC and OBTPD
- Crafternoons
- Tween & Teen Book Bag Pick-Up
- Storytime at Gardner School
- Morning Makers

## **Communications**

### **Social Media:**

- New fitness classes
- VP Bicycle Scavenger Hunt
- Lufkin Parking Lot Closure
- Summer Festival
- Board meeting - Firefighter/Paramedic Sandeno swearing in
- Board meeting - Eagle Scout recognition
- Solicitor Complaints
- Islamic Foundation Health Awareness Program

### **Website:**

[Villa Park Islamic Foundation To Hold Community Health Awareness Program This Sunday, June 29](#)  
[The Villa Park Police Department begins Fourth of July traffic safety campaign](#)  
[CTA Regional Day Pass Now Available](#)  
[Posted VPRC Custodian job position](#)

### **Other:**

- Coordinated headshot photos for the Board of Trustees
- Sent 1<sup>st</sup> draft of Fall Village Matters content to designer
- Distributed 4<sup>th</sup> of July Parade t-shirts
- Worked with VPRC to set up July Bicycle Scavenger Hunt
- Working on setting up Villa Park information in Recycle Coach app with LRS

## **Community and Economic Development**

- Staff attended and presented at the Illinois Geographic Information Systems Association (ILGISA) Chicago Regional Conference
- Staff met with Bond Advisors and Bond Council on alternative funding sources for development projects
- The Historical Preservation Commission meeting scheduled for July 3, 2025 has been cancelled

## **Finance**

- Reviewed and approved Accounts Payable invoices
- Reviewed and approved journal entries
- Reviewed the supplemental payroll run for 6-20-23
- Attended weekly status meeting with the auditors
- Revised the annual IRMA questionnaire to address inquiries about previously reported staffing levels
- Attended the weekly Department Head meeting
- Met with the Police Department regarding Payroll issues
- Met with the Fire Department regarding Payroll issues
- Created a monthly financial report for the Board meeting on 6-23-25
- Visited BMO Bank to coordinate use of the dropbox for handling deposits throughout the day on Saturday during Summerfest
- Composed an email to Manager Rivas and the Board providing clarification regarding the grocery tax
- Updated all longevity corrections for the Police employees for Patty to process
- Prepared materials for the monthly financial presentation at Monday night's board meeting
- Attended the Board meeting on Monday night
- Collaborated with the Accountant to finalize the payroll bank reconciliation for December 2024 to present to the auditors

### **The Finance staff accomplished the following:**

- Processed July utility bills for distribution to residents
- Processed invoices approved for the upcoming Bill List
- Cut interim checks for various department requests
- Worked alongside FC staff to help manually enter utility billing payments
- Ordered supplies for the department
- Assisted residents with their utility bill questions and fielded calls into Village Hall

### **A Message from Chuck Howard, outgoing Finance Director,**

Thank you to all the staff for their support of the Finance function during my tenure, and I wish you all the best as you move Villa Park forward.

## **Public Works**

- Congratulations are in order to Ken and Riley Pilar on the birth of their baby girl this week.
- Jackson Area Improvement Project construction continues. The contractor will wrap up the work in the intersection of Wisconsin and Washington this week to allow it to reopen. Work on installing the storm sewer on Wisconsin from Jackson to Madison next week which will complete the storm water sewer portion of the project.
- North Harvard Improvement Project construction continues. The contractor has completed installing the water main from Plymouth to Sunset and is in the process of filling and testing to allow for that main to be put into service. Once approval has been received from IEPA, the new water services to the homes will be installed.
- 2025 Sidewalk Program construction continues. The contractor is finishing the installation of new sidewalk on Maple and Illinois street along with various other locations in town. Staff is preparing additional locations to be added to the contract.
- 2025 Crack Sealing Project contract has been received, and staff is working on coordinating the work with the contractor.
- Ridge Road Drainage Improvements Project was awarded during Monday's board meeting. Contracts have been sent to the contractor for their execution and acquiring the necessary bonds. They are preliminary set to begin work the week of July 14<sup>th</sup>.
- Plymouth Street Water Tower Painting Project is continuing. The inside has been blasted and sealed, and the crews are beginning to work on the exterior coat. This requires the tent to be up for work if you notice the tarps.
- Staff attended IDOT's Preconstruction meeting for the signal modernization on IL 64 North Ave. This project will be replacing the traffic signals, controllers and some mast arms along with interconnection to allow for "smart" technology for the signal timings.
- PW Street and Forestry staff has been working on removing dead trees and trimming branches along the parade route this week.
- PW Utility Operations repaired a leaking water main this week and continued to work on several routine maintenance on lift stations.
- PW Fleet performed regular scheduled maintenance on several vehicles this week and received some notifications that the Enterprise Fleet squad cars maybe on their way.
- Staff attended the Village Board Meeting, the DMMC Technical Meeting, Salt Creek Workgroup Meeting, ComEd's Annual village meeting along with hosting internal meetings for the review of BS&A work order system, our NPDES permit renewal along with other pending contract renewals that will be needed for next year.

## **Parks and Recreation**

### ***Administration***

- Staff attended the Board of Trustees meeting on June 23, 2025.
- Summer Festival 2025 was held on 6/21/2025. The weather did not cooperate. It was 95+ degrees and humid which kept Festival attendance low. Expenses and revenue are currently being tallied. The Rec Division appreciates the Chamber of Commerce and Lions Club for their assistance with the event.
- [Staff attended the Village board meeting on June 23.](#)
- Staff attended the Sugar Creek Golf Course Board meeting on June 24.
- Staff met with SSL architects to discuss design plans for the Parks facility.
- Staff worked with Maul Asphalt to crackfill, sealcoat, and stripe Lufkin Parking Lot.

### ***Parks, Buildings & Grounds Division***

- Staff set up, staffed, and cleaned up following the Summer Festival event on Saturday June 21.
- Staff met with contractors for Fire system improvement proposals, and to review the facilities for the Fire Station improvement projects.
- 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***

- Interviews for Front Desk Ambassadors started this week. We would like to hire 2 or 3 additional part-time staff.
- Staff met to discuss NEDSRA Healthy Minds/ Healthy Bodies. We are finalizing plans to offer free Fitness Memberships to veterans who are registered in the NEDSRA Healthy Minds/ Healthy Bodies program.
- The Parks department is emptying the wade pool at Jefferson Pool Monday and Tuesday, June 30 and July 1 to do necessary repairs.
- The Scavenger Hunt by Bike starts Tuesday, July 1 and will run the month of July. All registered participants who complete the trivia questionnaire will receive a prize.
- New group fitness classes are starting this week with unique days/times to give members more opportunities to attend classes.
- Staff hosted a successful bags tournament with 9 teams at Summer Festival.
- Adult Co-Rec Volleyball had 10 people play on 6/19.
- Working on facility requests with District 45 schools for Women's Volleyball and Winter Youth Basketball leagues.
- Youth instructional tennis classes have 4 participants this week. Our instructor, Lily, also has four players taking private lessons.
- Summer Day Camps week four; June 23-27: 91 campers (76 in 2024)
- **NEW** Youth contractual program Glitzy Girlz ran with 18 participants on June 23
- Summer Discover Dance is running with 45 participants (38 in 2024)
- The third Summer Concert on 6/19-Rosie & the Rivets; attendance approximately 500; ice cream sales \$433.

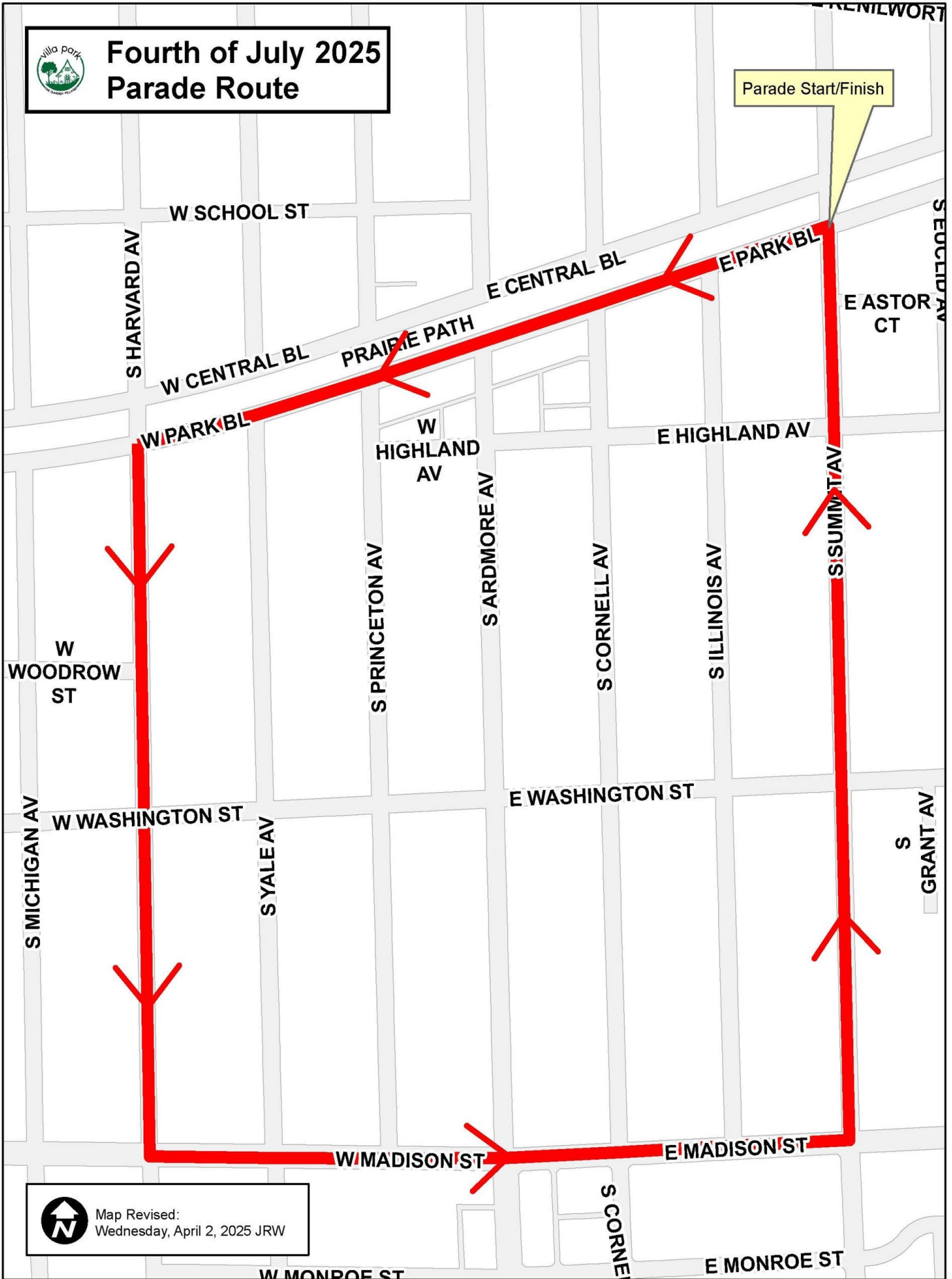
#### **Adult/Senior Programs-(70 participants)**

- ◇ Casino trip 6/16-Rivers Casino, Des Plaines
- ◇ National Apple Strudel Day 6/17
- ◇ Donut Bingo 6/18
- ◇ Fun with Watercolors 6/19
- ◇ Let's Do Lunch Carryout 6/19



# Fourth of July 2025 Parade Route

Parade Start/Finish



Map Revised:  
Wednesday, April 2, 2025 JRW