

WEEKLY REPORT SEPTEMBER 19, 2025

VILLAGE MANAGER'S REPORT (9/19/2025)

In the early 90's, I was sent on a police call to deal with people who were selling wares out of their hotel room without a permit. I cited them under the ordinance for "peddlers, hawkers, and itinerant merchants". I was an avid reader of law and local ordinances. I always enjoyed using lesser-known local ordinances and law to apply in any given call. I always thought a peddler and hawker were the same as a solicitor only to find out a solicitor differs because a solicitor takes orders for a future delivery of goods and services while a peddler and hawker sells their wares for immediate delivery. In Villa Park, like so many communities, it has the occasional issue of solicitors who go door to door without a permit. Most of us have been subjected to a stranger coming to our door to offer to sell us something like a new roof or siding due to hail damage or the latest security system.

In Villa Park we have numerous ordinances in Chapter 20 in our Code of Ordinances to help regulate solicitor operations. All solicitors must register first with Village Hall. The cost is \$50 for the solicitor certificate to be good for 30 days. The cost is \$25 if the applicant represents a not-for-profit. When we receive a solicitor's application. The application can be found online or can be filled out in person. The processing time for the application is fairly short. The police department conducts a brief background to make sure someone entering your property is law abiding. Section 20-203 of our Village Code describes the four reasons why a solicitor's permit may be denied. Village Hall maintains all solicitor permit records.

Once a certificate for a solicitor is issued there still needs to be rules for the applicant to abide by. If you should not want any solicitor or canvasser to enter your property there needs to be a sign clearly posted bearing the words: "No Solicitors or Canvassers" (Section 20-102). If someone should knock on your door or ring your doorbell claiming to be a solicitor; you should immediately request to see their solicitor's permit. If the solicitor fails to show a permit call 9-1-1 to make the Village aware. An officer will come out to deal with the situation.

If you should allow a solicitor to enter your premises, you still have the legal right to request the solicitor to immediately and peacefully depart. (Section 20-103). Failure of the solicitor to leave immediately could result in a local ordinance violation. The Village usually sees an uptick in solicitor activity anytime there is a violent storm or a hailstorm.

I have dealt with solicitors at my residence. I was at work, in charge of the Memorial Day parade when my wife called to say she purchased a new security system from a solicitor and provided a credit card. I feared the legitimacy of this person. I raced home after the parade and located the solicitor still in the neighborhood. I begged for personal information back and the solicitor was nice enough to give it back. Solicitors are just trying to make a living. Call the police if you think something is amiss.

Sincerely,

Mike Rivas
Village Manager



UPCOMING ITEMS

Village Board of Trustees September 22nd, 2025

- Presentation: Swearing in of Deputy Chief Jose Pagan and Sergeant Sonia Bregman.
- Proclamation Recognizing October 2025 as Arts DuPage Month
- Proclamation Recognizing October 5th to October 11th, 2025 as Fire Prevention Week
- Presentation of Landscaping Awards by F.U.N. Commission
- Ordinance of the Village of Villa Park Amending Article III of Chapter 19 of the Villa Park Municipal Code to Regulate Fees for Storage of Towed Vehicles.
- Resolution Authorizing and Approving an Agreement with Mallon and Associates, Inc. to Assist with Economic Development

Electronic Recycling Saturday 9/20/2025

Village Lot at Garage 9am to 12pm

Lions Park Ribbon Cutting Villa Park Recreation Center Thursday, September 25 5:00 – 6:00 pm

Villa Park 8th Annual Brewfest Saturday, October 4, 2025

For more information:

[Villa Park Brewfest | Villa Park, IL - Official Website](#)

Department Reports

Administration:

Village Manager

- Village Manager met with Department heads for one on one meetings.
- Village Manager met with Department Heads for a group meeting with discussion took place about upgrading our Emergency Operations Center.
- Village Manager, village staff, and some elected officials attended the Illinois Municipal League conference from September 18-21.
- Village Manager met with neighbors/ residents over an ongoing neighbor dispute.
- Village Manager and President Patrick met with Employee Appreciation Committee to plan events for 2026 and map out budget.
- Village Manager and Administrative Staff met with Finance Director Mika to go over budget requests in our immediate purview.

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.

Administration:

HR Manager

- Worked on pending claims for damage from storms.
- Reviewed software options with IT Manager for replacement of current QA software.
- Attended Meetings pertaining to 2026 Budget
- Continued work with FOIAs, responses complete (up to date); prepared August FOIA report.

Police Department

September 10 - 16, 2025

- On September 10, 2025, Detective Sergeant Krupiczowicz hosted CBS LLP's client event to explain recent legislative changes effecting police management.
- Thursday, September 11, 2025, the Police Department participated in the Patriot Day Ceremony. Deputy Chief Pagan delivered a moving speech honoring police, fire and civilian-as well as highlighting the pivotal role of the military during and after the events.
- Deputy Chief Svava and Deputy Chief Pagan are collaborating to transform the Police Department classroom into an Emergency Operations Center (EOC). This updated system provides critical support and coordination during large-scale emergency events, including severe weather, fire outbreaks, and law enforcement operations.
- The Administration office is currently streamlining paperwork to create a more efficient work environment.
- The ID machine has been relocated to the Human Resources Department to improve the onboarding process for new employees.
- Chief Kubish is back in the office and resuming his duties.

Police Dept. continued...



Deputy Chief Pagan

Fire Department

September 10 - September 16, 2025

- Fire Department crews responded to 78 EMS and fire calls, continued RIT pack familiarization, and conducted training on fire apparatus engineer relay pumping and fire extinguisher use.
- Fire Department personnel attended a Structural Collapse Rescue Technician course in Champaign, IL.
- Fire Department members conducted fire drills at Montessori School, Albright Middle School, and Early Childhood Center, and completed a fire and life safety inspection at Montessori School.
- Fire Department Administration participated in Emergency Telephone System Board (ETSB) meetings, as well as key planning meetings related to temporary fire station signage, fire panels, permitting, Brewfest, and budgeting.
- On Wednesday, September 10th, at approximately 9:30 a.m., a dump truck collided with a box truck at North Avenue and Addison Road, causing the dump truck to roll over and spill its load of concrete slabs across the

roadway. The incident shut down all eastbound lanes of North Avenue during the height of the morning commute. Fortunately, neither driver sustained injuries. However, the dump truck began leaking diesel fuel from one of its saddle tanks. The Fire Department quickly mitigated the fuel leak, while the Villa Park Police Department managed traffic control. Public Works responded with two end loaders and two dump trucks to remove debris and expedite the reopening of the roadway. Through the coordinated efforts of all responding Villa Park departments, the scene was cleared and traffic restored in record time. This incident highlights the importance of strong interagency cooperation and showcases the efficiency and professionalism of our Village crews working together for the safety and service of our community.

- At approximately 5:25 a.m. on September 11, 2025, the Villa Park Fire Department responded to a reported structure fire at 409 N. Iowa. Upon arrival, crews observed light smoke in the area. Engine 82 made contact with the residents, who were safely outside the home along with their pets. The residents advised that the fire was located in the basement. Crews deployed multiple hose lines and were able to quickly bring the fire under control. At the request of one of the young residents, firefighters safely located and removed "Bitsy," the family's pet tarantula, who is reported to be doing well. Fire damage was contained to the basement; however, smoke damage rendered the home uninhabitable. The American Red Cross assisted the displaced residents with temporary lodging and essential needs. One resident was evaluated on scene for minor smoke inhalation and was released. No injuries were reported among firefighters. The cause of the fire remains undetermined following an investigation by the Villa Park Fire Investigation Unit, with assistance from the DuPage County Fire Investigation Task Force and the Illinois Office of the State Fire Marshal Canine Unit. No foul play is suspected. The Villa Park Fire Department was assisted on the scene by crews from the Addison, Elmhurst, Lombard, and York Center Fire Departments, as well as the Villa Park Police Department.
- The Villa Park Fire Department hosted the Patriot Day Ceremony on September 11 to remember and honor those who gave their lives and supported one another on that day. A big thank you to Willowbrook High School Choir, Villa Park VFW, Village President Kevin Patrick, IL State Representative Diane Blair-Sherlock, Police Deputy Chief Jose Pagan, Heather & Wayne Irwin for their participation.



Villa Park Fire Department hosted the Patriot Day Ceremony on September 11, 2025

Fire Dept. continued...



September 10th, at approximately 9:30 a.m., a dump truck collided with a box truck at North Avenue and Addison Road, causing the dump truck to roll over.

Information Technology

Hardware-

- Configured and deployed a printer for the boardroom.

Software-

- Working on upgrading our virtual server environment.

Miscellaneous-

- Did a walkthrough with a camera vendor to discuss adding additional cameras.
- Resolved an issue with our Knowbe4 phishing software.
- Working with vendor about door locking issues at VPRC.
- Renewed certificate for our video server.

Communications

Social Media:

- Misc. VPRC Programming
- Free Fitness Week Begins Next Week
- Lions Park Grand Opening Next Week
- Press Release: Fatal Traffic Accident
- Resident Notice: VPPD Investigations Unit at Ridge & Ardmore
- Villa Park Brewfest – 2 Weeks Away

Website:

- Updated [Brewfest](#) webpage with additional brewers
- Updated [Fitness](#) webpage with new classes & updated times

Other:

- Proofed VPRC Constant Contacts.
- Created & Edited Flyers for VPRC/Fire Department/Police Department
- Attended Employee Appreciation Committee Meeting

- Attended Ride DuPage Informational Meeting
- Working on setting up Villa Park information in Recycle Coach app with LRS.

Parks, Buildings and Grounds Division

Administration

- Rec Staff attended the weekly staff meeting on 9/16/2025. Review of security protocols was discussed.

Parks, Buildings & Grounds Division

- Staff met at Village Hall to discuss upper-level IT office improvements.
- Staff met with JSD Designers to review the Lufkin Park Landscape Project and review resident comments.
- Staff met with auditors to discuss 2024 project costs.
- This week staff welcomed the newest member of the Parks and Rec team, Josh Peto. Josh is the new Evening Custodial at the VPRC, we look forward to all the knowledge and experience he will bring to our team!
- Staff met to discuss the upcoming Brewfest event.

Recreation Division

- We needed to replace a critical strap on one of the new Volleyball standards. Due to the strap breaking it also damaged the net. They were both covered by the warranty.
- Six people attended the theater class on Saturday, September 13 for the first of five classes.
- Staff completed Basset training certification.
- Winter/spring programs are being created.
- Discover Dance classes started last week with 65 dancers enrolled (60 in 2024).
- 47 participants in Little Learners Club week of 9/16
- Toddler Playtime 9/16 had 5 participants.
- NEW Stay and Play Open Gym 9/15 had 4 participants.
- Adult/Senior Programs-(68 participants)
 - Dining Destinations 9/10, Bakers Square, Woodridge
 - Birthday Bunch & Lunch 9/11, Villa Park Osco sponsored the cake and was onsite for flu/Covid vaccines.
- Super Sensational Saturday was 9/13 10-12 pm with Interactive Juggling Experience and Face Painter. Had approximately 50 attendants.
- Movie in the Park on Friday 9/12 had approximately 100 attendants.
- New fall group fitness classes having great participation (Kettlebell Strength & Conditioning, Mat Pilates, Heavy Lifting Foundations).
- Free Fitness Week starts next Monday 9/22 through 9/28.
- 66 kids signed up for Conquer the Court Winter Basketball.
- New session of Sunday morning adult co-rec basketball starting September 14th with 11 people signed up so far.

Library

In the Works

- Department Heads meeting
- Village Department Heads meeting
- Rotary meeting
- Kiwanis meeting
- Displays: Hispanic Heritage, Happy Cat, Iconic Films from the 1990's,
- Assisted with Chamber of Commerce bags tournament
- Restocked Little Free Panty in front of library
- Interviews for Early Childhood Coordinator
- CSLP Online meeting

Programs and Services

- Rhythm & Rhyme Storytime @ VP Rec Ctr.
- Toddler Time (4 sessions)
- Crafternoons
- Great Decisions Book Discussion
- Illinois Libraries Present: Finding the Clues: Then and Now with Steve Burns
- Family Pajama Storytime
- Sustainable Gardening
- Meet the Library!
- Nothing but the Facts Book Discussion
- Babies & Books (2 sessions)
- Preschool Storytime
- Ready for Reading
- Bark for Books
- WOW: Worlds of Wonder
- Essentrics with Lisa
- Marvelous Mornings

Public Works

- Jackson Area Improvement Project continues. The contractor continued with installing concrete curbs, sidewalk, aprons and backfilling behind the work. The asphalt base course is expected to be placed for Wisconsin from Madison to Washington next week.
- The 2025 Sidewalk Program with additional work through the approved change order is tentatively set to resume in the next few weeks. Staff is working with the contractor to confirm the dates and additional tree removals.
- Highland Resurface contract is in the process of being executed and staff is planning the preconstruction meeting.
- Ridge Drainage Improvement Project continued as with the installation of the new storm sewer on Ridge resumed and the storm sewer pipe is expected to be completed next week, and the concrete work is expected to start next week.
- Staff is working on coordinating the refreshing of pavement markings on Ardmore from St. Charles to Roosevelt. This work is tentatively set to begin at the end of the month or early October.
- The 2025 Parkway Tree Planting Program contract is in the process of being signed.
- Public Works staff has made an offer which was accepted for the open Public Works Laborer position.
- Public Works Operational staff assisted with issues with the installation of the new water service at 312 E. St. Charles
- Public Works Street Division worked on restoring pavement patches from previous utility repairs and tree removals, worked on cleaning up the PW Yard and assembling the new RRFB at Harvard
- Fleet are working on upfitting all new police squads and routine maintenance.
- Staff meet with the Police Department to discuss future vehicle replacement plan.
- An additional 6 previously approved surplus items have been listed for an online auction ended this week. The ordinance for additional surplus was approved, and staff began compiling the equipment.
- Staff meet with Community Development Department to discuss various plumbing issues that have been discovered during inspections.
- Staff meet with asset management software company about a possible demonstration.
- Staff is working with Kluber Inc. with space needs analyst and sent out a survey for the employees to fill out.

- Staff is working with the contractor to complete the cathodic protection and aviation light updates on the Plymouth Water Tower.
- Staff reviewed plans for improvements and proposed developments.

Community & Economic Development

- Staff attended IML Conference
- Submitting publication notices this week for the October 8th Zoning Board of Appeals meeting – 4 cases currently on the agenda
- Staff attended first Plan Commission meeting to present cases heard at the first Zoning Board of Appeals meeting
- Staff has been working with an economic development consultant regarding a proposal for working with the Village. The proposal will be heard at the September 22nd Board of Trustees meeting.

Finance

- For the last several weeks the Finance Department has been working on the following:
- Various budget meetings with departments in development of the FY 2026 Budget
- Completed and approved payroll ACH's for payroll the week of September 1st
- Held weekly status meetings with the auditors for 2024 year-end; waiting for auditors to schedule the Village's fieldwork
- Attended the 9/11 memorial last week
- Reviewed and approved Accounts Payable invoices and journal entries
- Attended the weekly department head meetings
- Reviewed and approved the 9/2, 9/9 and 9/15 bill list and emailed Village Manager & the Board
- Recruited a new Accounting Assistant to replace the Accountant vacant position

The Finance staff accomplished the following:

- Balanced daily Cash drawer, prepared bank deposits and posted to General Ledger
- Processed and approved A/P invoices
- Processed A/R payments
- Created the bill listing for 9/2, 9/9 and 9/15
- Processed the check run and mailed out all checks
- Updated the tracking of payments for the places of eating tax
- 30 Accounts were shut -off due to non-payment of utility bills
- Meter change outs were completed
- Final reads were completed
- Processed utility bills
- Processed final read for utility bills
- Responded to all residents requests