

WEEKLY REPORT October 17, 2025

VILLAGE MANAGER'S REPORT (10/17/2025)

At the Village Board Meeting on October 13, 2025, the subject of Tax Increment Financing (TIF) districts was raised. TIFs have emerged as a crucial tool for revitalizing urban spaces and fostering economic development in municipalities across the United States. Villa Park has established various TIF districts to stimulate economic growth and community development. We will examine one of the TIF programs designed to promote improvements for businesses within a TIF. Villa Park has the "Site Improvement Program" to incentivize businesses to improve the outside of their respective properties. It is our hope that more businesses take advantage of this program to help improve the outside of many businesses in need of updating. The following is a list of improvements eligible for site improvement:

- Parking lot replacements,
- Landscaping including parking lot islands, lot screening, foundation planting, and removal of weeds and invasive species,
- Trash enclosures compliant with code regulations,
- Lighting including parking lot lamination,
- ADA accessibility including ramps, sidewalks, guardrails, and accessible routes, and
- Sidewalk replacement

Eligible costs covered under the program:

- Architectural and engineering fees (Conceptual drawings and construction drawings)
- Permits and fees
- Materials
- Construction labor

We have an online application on the Village website. The instructions are straight forward. Once an application has been filled out online, the application is reviewed by Village Staff. There is a point system applied to all applications with several criteria listed on the application like code compliance, use, relocation, need and scale. ADA improvements are also strongly considered. An applicant must attain at least a combined score of 25 out of 50 points to be eligible for a grant award. There is a finite amount of funds awarded each year, so applicants are encouraged to apply early in the calendar year. All site improvements are subject to the availability of funding. The proposed projects must have a minimum cost of \$5,000 to participate in the program. The most the Village will reimburse will be fifty (50) percent of the overall cost up to \$25,000. The applicant must be the property owner or the lessee of the property with written permission of the property owner. All permits must be approved with the applicant seeking at least three competitive bids from contractors licensed to work in the State of Illinois.

We as a Village will do more to encourage local businesses to take advantage of this great TIF program including visiting businesses. Updating and beautifying businesses benefits everyone.

Business minded regards,

Mike Rivas



UPCOMING MEETINGS & EVENTS

**Special Meeting of the
Village Board of Trustees
2026 Budget Session
October 20, 2025 at 6:00 PM
Villa Park Recreation Center at
320 E. Wildwood Avenue**

- 2026 Budget Workshop and Department Presentations

**Special Meeting of the
Village Board of Trustees
October 27, 2025 at 7:00 PM
Villa Park Recreation Center at
320 E. Wildwood Avenue**

ELEVATOR WILL BE OUT OF SERVICE – PLEASE READ:

THE VILLAGE HALL ELEVATOR WILL BE OUT OF SERVICE FOR MODERIZATION FROM MONDAY, OCT. 20TH THROUGH APPROXIMATELY NOV. 24TH. A RAMP WAS INSTALLED TO ALLOW FULL ACCESS TO THE FIRST FLOOR EAST ENTRYWAY OF THE VILLAGE HALL BUILDING. YOU MAY ACCESS THE RAMP BY THE BUILDING'S SOUTH STEPS (BY HOME AVENUE) AND FOLLOW THE RAMP ALONG ARDMORE TO THE EAST ENTRANCEWAY OF VILLAGE HALL. ALL MEETINGS OF THE VILLAGE BOARD AND COMMISSION MEETINGS WILL BE HELD AT THE VILLA PARK RECREATION CENTER UNLESS OTHERWISE NOTED ON THE WEBSITE. THE ADDRESS OF THE VPRC IS 320 E. WILDWOOD AVENUE. ADDITIONAL MEETINGS MAY BE HELD AT THE VILLA PARK LIBRARY AS WELL. PLEASE CALL 630-834-8500 WITH ANY QUESTIONS.

Administration:

Village Manager

- The Village Manager met with Department Heads for one-on-one meetings.
- The Village Manager had a staff meeting with Department Heads and Managers.
- The Village Manager took part in a Zoom meeting with ILCMA with breakout sessions on professionalism.
- The Village Manager and Finance Director Mika held budget meetings with several Departments.
- The Village Manager took part in a Committee of the Whole and a Village Board meeting.
- The Village Manager took part in a ZOOM call with DuPage County.
- The Village Manager took part in a meeting over a possible future dedication.

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

- Working with Communications Staff on future updates to our Village Website.
- Working with our new insurance broker to negotiate our renewal with Blue Cross – Blue Shield for our employee health insurance.
- Working with Civic Plus to implement our new FOIA software which will be available to the public soon.
- Working on implementing new software to track employee evaluations

Information Technology

Hardware-

- Configured three new laptops for detective use.
- Finished setting up the EOC with a scanner, webcam and Bluetooth microphone.
- Configured two new scanners for finance/HR.

Software-

- Installed Adobe pro on two computers.

Miscellaneous-

- Finished configuring switch at ICC for fire use.
- Configured switch at VPRC to connect to PD for court use.
- Attended meeting regarding rentals on website.

Police Department

October 8 - 14, 2025

- **Thursday, October 8, 2025**, the police department hosted a meet and greet for resident Douglas Brandow. Mr. Brandow wanted to personally thank the officers, firefighters and paramedics who saved his life after he collapsed while walking his dog on August 25.
- **Monday, October 13, 2025**, Chief Kubish led a staff meeting that was productive and well-received, resulting in several positive outcomes and boost in team morale. During the meeting, we took a moment to show support for one of our own, Officer Frakes and his family as his daughter, Finley, begins her treatment.
- **Tuesday, October 14, 2025**, Chief Kubish met with Suzy to discuss final preparations for the budget.
- In the Chief's absence, Deputy Chief Svava is overseeing departmental responsibilities.



Douglas Brandow



Finley Strong

Fire Department

October 8 – October 14, 2025

- Fire Department crews responded to 82 EMS/Fire calls, continued preparations for the upcoming Open House, and conducted a fire safety education program for preschoolers at the Villa Park Recreation Center.
- Fire Department personnel were honored at the Police Station for their role in saving the life of Mr. Brandow, alongside other citizens, dispatchers, and first responders who contributed to the rescue.
- Personnel attended specialized external training, including Fireground Company Officer School in Plainfield, IL; Tactical Emergency Casualty Care (TECC) in Glenview, IL; and Rope Rescue Awareness and Operations in Orland Park, IL.
- Fire Department Administration participated in a variety of meetings and planning sessions, including DuPage County Fire Chiefs, DU-COMM Chiefs, ETSB Podcast updates, Good Samaritan EMS Coordinator, Temporary Fire Station public outreach, Emergency Operations Center (EOC), Fire Station 82 project planning, and permit review.
- The Fire Department Open House was held on October 11, 2025, where the community had the opportunity to meet firefighters, learn about the importance of fire safety, and witness a live fire demonstration. Thank you to everyone who helped make the event a success, and to all the families and friends who attended.



Finance Department

Finance Director Mika accomplished the following:

- Attended the Fire Pension Board Meeting
- Collaborated with Department Heads to prepare and finalize the budget workshop presentation
- Engaged with BS&A to learn how to generate reports using the budget module
- Attended the weekly Department Head meeting
- Reviewed and approved the 10.20.25 bill listing
- Processed payroll EFT's for this week's payroll
- Finalized the 2024 Trial Balance for the auditors
- Conducted and compiled detailed analyses to support the planning and execution of the upcoming bond sales
- Reviewed and approved AP invoices

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 various over the counter payments
- Processed the check run and mailed out all checks for 10.13.25
- Created Pcard reports and spreadsheets for September
- Continued working on spreadsheet of liens for all properties
- Continued training with Accounting Assistant
- Processed Utility Billing Shutoffs
- Processed meter changed outs and credit balance refunds
- Processed several liens and lien releases that were recorded at the County
- Continued to compile budget narratives, photos and other documentation
- Continued bank reconciliations

Parks and Recreation

Administration

- Staff met with Police staff to discuss current and upcoming projects.
- Staff attended an Active Shooter training at the VPRC hosted by VP police.
- Staff met to discuss rentals and to review forms and processes.
- Staff met with a member of the FUN Commission to discuss setup and layout for the upcoming Autumn Jubilee.
- Staff met to review and discuss the 2026 budget prep.
- Recreation Staff met on 10/15/2025 for the weekly staff meeting.
 - The new Programs & Events Catalog procedures were discussed with Riley & Emily.
 - The first draft is with the designer.
- The Brewfest wrap up meeting will be scheduled as soon as all expenses are recorded along with all the revenue.
- Director Howe was part of the 50th anniversary celebration for the Sugar Creek Golf Course

Parks, Buildings & Grounds Division

- Staff prepared the exterior staircase at Village Hall to accept the temporary accessible ramp.
- Staff work/repairs continue with Lufkin Park improvements, landscape bed cleanup, 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 and Volunteers met to plan the Bike Safety Rodeo that will be held May 3, 2026.
- 44 participants in Little Learners Club week of 10/13.
- Halloween Theme Ceramics@Nadine ran on October 15 with 9 participants.
- Adult/Senior Programs-(97 participants)
 - Casino trip 10/6-new Hollywood Casino, Joliet
 - NEW-Make Your First Pickle class 10/7
 - Coach bus trip 10/8 Broken Wagon Bison Ranch, Hobart, Indiana
 - Birthday Bunch & Lunch 10/9
 - Bus trip 10/10 Anderson Japanese Garden, Rockford
- 148 kids signed up for Conquer the Court Winter Basketball. (100 at this time in 2024).
- Halloween Happenings has 78 participants signed up for indoor show with 25 confirmed booths for outside (61 in 2024)
- Found new volleyball referee assigner
- Scarecrow Decorating Contest kit pick up is 10/13. Co-sponsored by Villa Park Ace Hardware. 21 registered (22 total in 2024)

Community & Economic Development

- Met with DuPage United Housing regarding affordable housing in the community
- Interviewed candidates for the Code Enforcement I position
- Reviewed proposed department budget with Finance Director and Village Manager
- Attended coordination meeting for special project of train car relocation to the Illinois Prairie Path and donated materials and services
- Received training on Costar – a commercial real estate program for economic development use by the Village
- Reviewed Zoning Board of Appeals applications

Communications

Social Media:

- Free Fall Leaf Collection
- Fire Department racoon rescue
- Seasonal closure notice: Lufkin splash pad and all park restroom closures, drinking fountains on prairie path off
- VPPD Finley Strong group photo and gofundme
- Villa Park Trick-or-Treat hours
- VPPD Open House pictures
- VPPD SRO at Willowbrook football game for breast cancer awareness
- Resident at VPPD to thank fire, police, du-comm, and resident

Website:

- Beginning website updates with Civic

Other:

- Beginning communication and marketing for Villa Park Town Hall December 12
- Winter/Spring Village Matters in development
- Parks & Rec Winter/Spring brochure in development
- Proofed VPRC Constant Contacts
- Created & Edited Flyers for VPRC

Library

In the Works

- Department Heads meeting
- Village Department Heads meeting
- Rotary meeting
- Kiwanis meeting
- Climate Change Bibliography
- Giving Tree project
- Toured Newberry Library
- Chamber of Commerce meeting
- Wood Dale Public Library visit
- School library book drop-offs
- Little Free Library restock

Programs and Services

- Spice Club
- Card Making Class
- Rhythm & Rhyme Community Storytime (2 sessions)
- Blacklight Painting
- Toddler Time (4 sessions)
- Babies & Books
- Family Pajama Storytime
- Family Playdate
- Lego Builder's Club
- Morbid History
- Beyond the Screen: A "Wicked" Conversation with Marissa Bode
- Ready for Reading
- Preschool Storytime
- Monster Mash!
- Candy & Cheese Pairing
- Lego Duplo Build & Play
- Essentrics with Lisa
- Intro to Computers

Public Works

- Final asphalt surface paving as a part of the Jackson Area Improvement Project was completed this week. Staff is now coordinating the completion of pavement markings and punch list work.
- Removals continued this week as a part of the 2025 Sidewalk Program. Framing and pouring of new sidewalk is tentatively expected to begin next week.
- Construction of the Highland Avenue Resurfacing Project continued this week. Concrete work and lowering of existing structure castings is complete. Landscape restoration is expected to take place next week. Milling of the asphalt pavement surface is tentatively scheduled to occur the week of 10/27/2025.
- The Ridge Road Drainage Improvement Project has seen the completion of new concrete sidewalk and driveway aprons. Parkway restoration and pavement patching pending.
- Staff is conducting pre-planting efforts and responding to JULIE utility locate requests for the 2025 Parkway Tree Planting Program. Planting is expected to begin within the next couple weeks.
- Punch list work is mostly complete as a part of the Harvard Avenue Improvement Project (Plymouth to Ridge). Staff is working to agree to final quantities, prepare a final balancing change order, and coordinate contract closeout.

- Work as a part of the 2025 Pavement Crackfilling Program started this week. That work should be completed by early next week.
- Streets Division worked on restoration from utility repairs.
- Forestry Division staff is completing stump grinding operations this week.
- Staff is still seeking pricing for contractual assistance with a backlog of pavement patching work.
- Utilities Division staff performed routine testing and maintenance of fire hydrants this week.
- Utilities Division staff repaired several b-boxes this week.
- Utilities Division staff replaced fourteen (14) water meters this week.
- Fleet completed the setup of the second new Deputy Police Chief vehicle this week.
- Fleet performed routine maintenance of several Village vehicles.
- Fleet is preparing multiple vehicles for auction.
- Fleet replaced ball valves in two fire engines this week and also replaced an air dryer assembly in one of those engines.
- Staff met with Kluber Architects and Engineers this week in relation to the Space Needs Analysis.
- Staff reviewed plans and met with the design team for the proposed Union Development.