WEEKLY REPORT October 31, 2025

VILLAGE MANAGER'S REPORT (10/31/2025)

I hope this weekly blog finds you all well. This week I attended the International City/County Management Association from October 25-29. The conference was an amazing experience and afforded me the opportunity to connect with other local officials, learn and share best practices. I took full advantage of attending insightful sessions hosted by industry experts, listen in on innovative discussions from experienced panels and also allowed me to explore new technologies.

I am a people person and being at a place with over 5,270 other attendees who are in local government allowed me to do what I think I do best and that is "work the room". Or in this case, work the conference. Everyone I ran into was engaging and more than willing to share their experiences, good, bad and indifferent. What I was able to reason in hearing the shared experiences is that we have a great staff of professionals and leaders who just get after it. Village Staff is always looking in how to find the latest technology, looking at ways to simplify processes and be more respondent to village requests in a timely, empathetic way. Village staff receive an enormous amount of requests for service across all Departments. These requests and responding to the requester keep us all quite busy. The satisfaction I personally get in these interactions is when staff is able to solve an ongoing issue that has literally taken days, weeks or years to solve. I am also excited for residents when we are able to begin projects that directly affect their quality of life. Street or sewer improvements are at the top of that list with sidewalk improvements and the removal or planting of trees being a close second.

Ah but I digress, some of the courses I attended at ICMA in no particular order was:

"Building Trust & Enhancing Citizen Engagement in Smaller Communities with Citizen Academies" – A lot of good ideas and I would like to see us produce an eight (8) week academy for citizens that cover things the populous would be interested. I have been a part of several Citizen Police Academies and the response from the public was always positive.

"Tips for Effective Governing Body Meetings-The Manager's Role is bigger than you think"-Some of our agendas are quite large and our discussions are sometimes lengthy. I gained some valuable insight on somethings we can do to make our meetings more focused on the Village business.

"Making the Most of Tax Increment Financing"-This was an excellent panel discussion on a complicated topic. The discussion sparked some ideas we can present to the Village Board and the general public.

I attended several other courses and listened to several keynote speakers. The most poignant and relevant, I felt, was "Love Your Enemies" by Arthur Brooks. We could all learn to love more. I promise to do my part.

Sincerely,
Mike Rivas

UPCOMING MEETINGS & EVENTS

Special Meeting of the
Village Board of Trustees
November 3, 2025 at 7:00 PM
Villa Park Recreation Center at
320 E. Wildwood Avenue

- York Township Supervisor Presentation by Tim Murray.

Special Meeting of the
Village Board of Trustees
Committee of the Whole
November 10, 2025 at 6:00 PM
Villa Park Recreation Center at
320 E. Wildwood Avenue

Special Meeting of the
Village Board of Trustees
November 10, 2025 at 7:00 PM
Villa Park Recreation Center at
320 E. Wildwood Avenue

ELEVATOR IS OUT OF SERVICE PLEASE READ

THE VILLAGE HALL ELEVATOR WILL BE OUT OF SERVICE FOR MODERIZATION FROM MONDAY, OCT. 20 THROUGH APPROXIMATELY NOV. 24TH. 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.

Department Reports

Administration:
Village Manager

- Village Manager attended the International City/County Management Association October 25-29.
- Village Manager attended the SALT meeting at the VPRC.
- Village Manager met with some Department Members for one on one meetings.
- Village Manager attended a meeting on space needs analysis for Village Hall.
- Village Manager attended a meeting with a development group.

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-

- Relocated all equipment at ICC into new cabinet and configured new UPS unit.
- Configured emergency call box at ICC.

Software-

- Installed monthly updates and rebooted all servers.
- Added all village cameras to several computers at PD.
- Configuring network at VPRC for court.

Miscellaneous-

- Working with consultant on redesigning the PD network.
- Attended Verizon meeting and setup a messaging feature on our mails server to send mass text messages.

Police Department

October 22 - 28, 2025

October 22, 2025, Deputy Chief Svara attended a space analysis meeting with other department heads to assess our building needs for the future.

October 24, 2025, the police department hosted a shred event. Thank you to Sergeant Hruby for organizing.

Also, Chief Kubish graduated from Northwestern Executive Management Program. Deputy Chief Svara attended the graduation ceremony.

October 25, 2025, multiple officers attended the Trick-or-Treat Around Villa Avenue.

October 27, 2025, Chief Kubish, Deputy Chief Svara, Deputy Chief Pagan and Christina had a meeting to discuss updates and items while Chief was out of the office.

Finishing touches continue in the EOC (Emergency Operations Center) room.

Happy Halloween!!

Fire Department

October 22 – October 28, 2025

- Fire Department crews responded to 59 EMS and fire calls, continued ongoing EMS training, and completed pump testing.

- Fire Department personnel participated in several specialized external training programs, including Fire Investigator in Glenview, IL; Truck Company Operations in Romeoville, IL; Heavy Vehicle Rescue in Romeoville, IL; Extinguisher Training in Lombard, IL; and MABAS Division XII Fire Behavior and Flashover in Wood Dale, IL.

- Fire Department Administration engaged in various planning sessions and professional meetings, including the MABAS Division XII, GSEMSS Fire Chiefs, Board of Fire and Police Commission, and DU-COMM Board of Directors meetings; the Station 81 Pre-Bid Walkthrough, the ImageTrend Fire NERIS session, and the CED permit review.

- Fire Department staff conducted fire drills at Jefferson Middle School and Islamic Foundation School, and assisted Albright Middle School campfire-building safety as part of their Outdoor Education Week, with all PE classes building fires and receiving important fire safety information.

- Fire Department members hosted a fire station tour for students studying fire safety and participated in community engagement activities, including the Westland Subdivision Annual Halloween Parade.

- Chief Stapleton represented the department as a judge at the Trick-or-Treat Around Villa Ave. event. The creative costumes made for a fun—and challenging—judging experience.

- The Villa Park Fire Department wishes everyone a safe and happy Halloween!

CORN BELT ROUTE

Finance Department

Finance Director Mika accomplished the following:

- Met with the Village Manager, Assistant Village Manager, and Interim Community Development Director to review and prepare questions for the upcoming Moody's bond rating call
- Attended and participated in the Moody's bond rating call
- Attended and participated in the Due Diligence Call with Chapman & Cutler regarding the upcoming sale of bonds
- Reviewed and approved Accounts Payable invoices and journal entries
- Prepared the annual tax levy proposal as well as all corresponding exhibits
- Reviewed, approved and posted ACH's for the 10-31-25 payroll
- Reviewed and approved the 11-3-25 Bill List

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 ComEd, Nicor and Constellation utility bills
- Processed the check run and mailed out all checks for 10.27.25
- Processed retiree checks for October and November
- Compiled Pcards for October
- Compiled utility bills that will be mailed out October 31
- Mailed out 151 water termination letters
- Responded to all residents' requests
- Processed 3 IEPA payments
- Started on correcting PW bond spreadsheet for 2023-2025
- Working through BSA on items needing corrections

Parks and Recreation

Administration

- Staff met with Kluber to discuss Facility Space Needs Assessments.
- Staff met with Lufkin Residents to review the plans for the Lufkin Park Screenings Project who could not attend the public meeting at the park.
- Staff attended the FUN Commission meeting at the VPRC on Tuesday October 28.
- Staff are working with residents for memorial installations.
- Staff continue to coordinate with TK Elevator on the Village Hall elevator modernization project.
- Staff attended virtual CivicRec training on Wednesday, October 29. The first of 4 meetings.
- Staff met with the Superintendent of both District 88 and District 48.
- Staff attended a virtual training called "Future-Proof Your Parks: Unlock Financial Sustainability in Your 2026 Budget."
- Recreation Staff met on 10/29/2025 for the weekly staff meeting.
- The 1st proof for the Winter/Spring brochure was returned to the designer on 10/28/2025.

Parks, Buildings & Grounds Division

- Staff work/repairs continue with landscape bed cleanup, sport field prep, routine maintenance, maintenance and repairs of Park facilities, HVAC repairs, pluming repairs, electrical repairs, inspections, and daily/weekly disinfecting cleanings and organizing of equipment, vehicles, and facilities.

Recreation Division

- Staff registered to attend CPO training on November 6&7.

- Bike Safety Rodeo meeting was held on Thursday, October 30. This event will be held on Sunday, May 3, 2026.
- 36 participants in Little Learners Club week of 10/28.
- Scarecrow Decorating Contest, which is co-sponsored by Villa Park Ace Hardware, had 22 registered (23 total in 2024). Judging took place 10/23-10/29. Winner was announced on 10/31.
- Adult/Senior Programs-(66 participants)
    - Casino trip 10/20, date added to accommodate a wait list of 14
    - National Apple Pie Day 10/21
    - Let's Do Lunch Carryout 10/23, Fitz's Irish Bulldog, Villa Park
    - Mystery Trip 10/24, LaCampagna, Bloomingdale
- 296 participants registered for Conquer the Court Winter Basketball. (190 at this time in 2024).
- 12 teams signed up for winter/spring women's volleyball league.

Community & Economic Development

- Reviewed Hawthorne comment letter with the applicant. Awaiting revised submittal.
- Attended the Steurle/Knollcrest Funeral Home ribbon cutting ceremony.
- Participated in a meeting with the State Historic Preservation Office for the demolition of the building on the site of the proposed Union project.
- Coordinated with the Finance Department on transitioning liquor licensing back to the Finance Department.
- Participated in space needs analysis with Village consultant for the PW/CED building.
- Zoning Board of Appeals mandatory training meeting next Wednesday, November 5th at 6pm at the VPRC.
- The regularly scheduled Historical Preservation Commission meeting for November 6th is cancelled due to lack of quorum.
- A special meeting of the Historical Preservation Commission is scheduled for November 13th at the VPRC at 6pm.

Communications

Social Media:

- Steuerle Funeral Home Ribbon Cutting
- Trick or Treat Around Villa Ave Pictures
- Officer Blake pictures with residents before Trick or Treat event
- Newest Board of Police and Fire Commissioner
- VPPD Pic with Blair-Sherlock staff, First Responders Day
- Staff Pumpkin Contest
- FUN Commission Halloween Decoration Houses
- Daisy Troop visiting PD with CSO Raitano

Website:

- Trick-or-Treat Hours

Other:

- Communication and marketing for Villa Park Town Hall December 12 goes live Monday 11/3
- Submitted Winter/Spring Village Matters to designer for first draft
- Submitted first draft edits for Winter/Spring Parks & Rec brochure
- Had a meeting with the VFW and Oakbrook Terrace for Veterans Day Ceremony (11/11)
- Proofed VPRC Constant Contacts
- Created & Edited Flyers for VPRC

Library

In the Works

- Department Heads meeting
- Village Department Heads meeting
- Rotary meeting
- Kiwanis meeting
- Rose Paving Health & Wellness Fair
- Schaefer School Trunk or Treat
- Weed collections
- Meeting with Follett & Brodart
- Storytime @ Early Childhood Center

Programs and Services

- Babies & Books (2 sessions)
- Toddler Time (4 sessions)
- Preschool Storytime
- Ready for Reading
- Marvelous Mornings
- Young at Heart
- Intro to Computers
- Versiti Blood Drive
- Lego Duplo Build & Play
- Happy Healthy Yoga
- Fiber Arts Craft Circle
- Elvis: Memphis to Vegas
- Children's Book Week

Public Works (AVM/PW/ENG Weekly)

- Pavement rejuvenation is tentatively expected to take place on Tuesday, 11/04/2025. This work consists of the application of an oil-based liquid to selected asphalt streets, and is intended to extend the life of the pavement.
- The Utilities Division conducted flushing of dead-end fire hydrants this week.
- Attended a demonstration of a potential vehicle tracking and cloud dashcam solution through Verizon Connect. The village already has a tracking vendor; however, the Verizon Connect solution would offer additional features and benefits.
- Attended a demonstration of a potential AI pavement assessment and asset inventory collection solution. The village previously used an AI pavement assessment solution, but the vendor is no longer offering those services.
- Attended the DuPage River Salt Creek Workgroup General Membership meeting, as required by the village's NPDES permit.
- Met with Kluber Architects and Engineers this week to discuss Public Works, Engineering, and Community Development facilities as a part of the Space Needs Analysis.
- Met with Human Resources Manager for training on the new Frontline employee evaluation portal.
- Met with Rose Paving to discuss patching of the water main trench in the Metra north commuter parking lot following the completion of the new water main construction.
- Some punch list work was completed this week as a part of the Plymouth Avenue Water Tower Painting Project.

- Planting was started and completed this week as a part of the 2025 Parkway Tree Planting Program. The program included the planting of 150 new trees. In the past, parkway tree planting has been accomplished through a combination of in-house planting and planting as a part of street construction projects. Going forward though, staff plans to plant parkway trees using annual contractual planting programs in order to increase efficiency and decrease costs.
- Streets Division crews continued work on restoration from utility repairs.
- Removals and installations continued this week as a part of the 2025 Sidewalk Program.
- Construction of the Highland Avenue Resurfacing Project continued this week. Milling and patching of the asphalt pavement surface took place this week, along with patching of asphalt driveways. Both preliminary paving and final paving are tentatively expected to take place next week, weather permitting.
- Forestry Division staff completed restoration of stump grinding locations this week.
- Jackson Area Improvement Project is substantially complete, and the contract is working on punch list items.
- Utilities Division is reviewing leaks found by the leak detection study performed by ATS.
- Fuel was ordered and delivered to fleet garage, 2,000 gallons of diesel and 5,000 gallons of unleaded.
- All fire engines had annual pump testing and chassis inspections done, minor repairs are being made to fire engines per findings of inspections. All units passed inspection.
- Inground lift inspections were completed at fleet garage, all four lifts passed inspection.
- Public Works truck 93 is having steering components replaced, and maintenance done before winter.
- Fire ambulance M81 was in to repair cooling leaks and to replace air horn solenoid.
- Police car 188 had new front brake pads and rotors installed and four new tires.
- Police car 190 was taken to dealer to have transfer case replaced under warranty.
- Fleet removed air compressor from treatment plant so it could be rebuilt.
- Fleet installed a new radiator at the south Villa lift station generator and changed the engine oil and filter.