WEEKLY REPORT NOVEMBER 14, 2025

VILLAGE MANAGER'S REPORT (11/14/2025)

Greetings Village People,

As I get older, there is little doubt I am getting more sentimental about many things in life. First and foremost, I submit this weekly blog as an honor to my cousin, Raina Rivas, and my two uncles, Charles Rivas and Peter Nechipor. Both of my uncles served overseas in the Vietnam War. I was always intrigued about joining the military but I never did pull the trigger and enlist. When I was going to college, I worked at a steel mill with another college kid who was going through "OCS" or Officers Candidate School. I thought long and hard about enlisting in OCS but was scared to do so.

I have always watched a ton of movies that were military based like the "Longest Day" and "The Green Berets". I asked my Uncle Charles about the movie "Green Berets" if the action and depictions were factual. My Uncle was able to recount many of the details about his time spent in Vietnam. He was able to go into great detail about how dangerous and scary the experience truly was.

Having a career in law enforcement, I began working with military veterans. I observed they had very little fear and always seemed to be calm in the face of chaos. I found myself watching their actions and their words as they handled a myriad of serious calls with the same demeanor they would discuss the weather. When I came to Villa Park I loved the fact the military vets were front and center in leading the department. I strongly felt their bravery and actions rubbed off on the rest of the officers in making the department a highly successful one. They did not back down from any tall task and long arduous hours.

This past Tuesday, Village staff and I attended the Veteran's Day event hosted by the Villa Park VFW. The room was filled with many veterans who belonged to the post, their family members, and the general public. We had a bagpiper who played a great rendition of taps and played a song for each branch of the military. We had the Willowbrook choir sing several songs to the crowd. We had several speeches by elected officials and dignitaries.

After the ceremonies, food and drinks were served for all to enjoy. I have attended this event on several occasions and have always liked the togetherness and closeness everyone feels in the room. There are so many familiar faces. I have always liked to "work the room" and greet everyone I come in contact with. I did not like having to leave the event to get back to work. I spoke with one of the members of the VFW who I enjoy talking to. I extended the olive branch by asking when is a good time to stop by and have a drink with him and the other veterans. He said to please stop by after they have been shooting on the range. I look forward to that first time I am able to buy a drink for him and several veterans as a very small token of my appreciation for their sacrifice, their bravery and their honor. Without the actions of millions of military vets, we would not be able to enjoy our freedom. We are blessed and for that I say: "thank you for your service!"

Respectfully,

Mike Rivas

Village Manager

UPCOMING MEETINGS & EVENTS

Special Meeting of the
Village Board of Trustees
November 24, 2025 at 7:00 PM
Villa Park Recreation Center at 320 E. Wildwood Avenue

- **F.U.N. Commission Halloween Decoration Awards**
- **Resolutions for Change Orders**

ELEVATOR IS OUT OF SERVICE PLEASE READ

THE VILLAGE HALL ELEVATOR WILL BE OUT OF SERVICE THROUGH APPROXIMATELY NOV. 24TH WHILE THE MODERNIZATION WORK IS COMPLETED. 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.

Village Offices Closed
Nov. 27, 2025 - Nov. 28, 2025
Thanksgiving Day and Day After

Department Reports

Administration:
Village Manager

- Village Manager and the Community Economic Development Team met with Economic Developer Mike Mallon.
- Village Manager held one on one meetings with Department Heads
- Village Manager held an abbreviated version of a Department Head Meeting.
- Village Manager attended the Village Board Meeting.
- Village Manager attended the Veteran's Day Ceremony at the VFW.
- Village Manager attended the Villa Park Police Department sponsored event for the Finlet Strong initiative.
- Village Manager held a meeting with the Village's Collective Bargaining Team.
- Village Manager attended a meeting with an insurance broker.

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:
Assistant Village Manager

- Coordinated with the Fire Administration and Park Department Administration to review the Capital Building Budget for proposed reductions
- Coordinated with Parks Department and Public Works Forestry to review and merge the adopt-a-tree and memorial tree programs on the website
- Held negotiation meeting #1 with AFSCME for contract bargaining
- Held negotiation meeting #2 with IAFF for contract bargaining
- Attended the VFW Veterans Day Memorial
- Attended a meeting with Economic Development Consultant
- Attending the Brown and Brown insurance proposal updated meeting
- Attended a meeting to discuss the status of the pending Washington Sewer Separation Project and Villa Bridge Project
- Assisted with preparation of the Planning Commission meeting

Administration:
HR Manager

- Continue working with our new insurance broker to negotiate our renewal with Blue Cross – Blue Shield for our employee health insurance.
- Continue to implement FOIA software.
- Working on implementing new software to track employee evaluations
- Continued various HR tasks.

Police Department

November 5, 2025-November 11, 2025

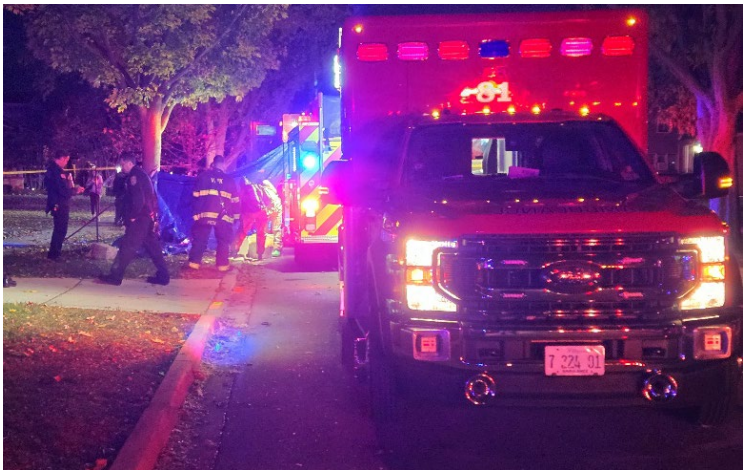
- November 5th & 6th, 2025, Deputy Chief Svara and Deputy Chief Pagan attended Event Security Planning Training.
- November 7th, 2025, Deputy Chief Svara attended PSW Safety Meeting.
- November 11th, 2025, the Police Department participated in the Veteran's Day Ceremony at Villa Park VFW Post 2801.

Chief Todd Kubish delivered a heartfelt message that reminded us of the profound values our veterans represent, selflessness, sacrifice, and service.

Fire Department

November 5, 2025-November 11, 2025

- Fire Department crews responded to 78 EMS and fire calls, completed SCBA mask fitting and flow testing, conducted hazardous materials response training, and performed SCBA air consumption evaluations along with an emergency procedures review.
- Personnel conducted pre-incident planning walkthroughs at Supreme Lobster (220 E. North Ave.) and Mint Cannabis (330 E. North Ave.) to strengthen operational readiness.
- Fire Department crews conducted a fire drill at VPRC to assess emergency response effectiveness and reinforce preparedness.
- Members participated in external training programs, including Fire Investigator training in Glenview, IL, and Illinois Task Force 1 (IL-TF1) State Urban Search and Rescue Alliance (SUSAR) Conference in Orlando, FL.
- Fire Department Administration engaged in several key meetings and planning sessions, including MGT-335 Event Security Planning for Public Safety Professionals, the Fire Chiefs Steering Committee, Legal Defensible EMS Report Writing, Homeland Security Exercise & Evaluation Program (HSEEP), Illinois Fire and Police Commissioners Association (IFPCA) Office Operations, ETSB radio updates, a FOIA Workshop, and permit review discussions.
- Fire Department personnel attended the Veterans Day Ceremony at the VFW, honoring and expressing gratitude to all veterans for their service to our country.
- On November 7, 2025, crews were dispatched to a hazardous materials incident after a resident's dog ingested a chemical pesticide, resulting in potential exposure at the residence. Red Shift crew, in coordination with the Division 12 HazMat Team, conducted full decontamination procedures and demonstrated exceptional teamwork, professionalism, and readiness throughout the response.



Information Technology

Software-

- Upgrading our virtual servers to a new version.
- Configured changes to our mobile phone restriction policy.

Miscellaneous-

- Resolved camera issue at ICC.
- Pulled new wire for elevator connection.
- AT&T was out to fix a pots line for the elevator.
- Renewed my annual leads certification.
- Attended UKG timeclock implementation meeting.
- Attended kick off call for website redesign.
- Relocated several user workstations at PW.

Finance Department

Finance Director Mika accomplished the following:

- Met with the Village Manager to go over the 2026 budget
- The auditors began their onsite fieldwork this week, and I have been working with them to fulfill all of their requests.
- Reviewed and approved Accounts Payable invoices and journal entries
- Attended the weekly department head meeting
- Attended Veteran's Day service at the VFW
- Reviewed TIF 7 document requests for the upcoming bond sale
- Reviewed and approved the 11-17-25 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 the check run and mailed out all checks for 11.10.25
- Responded to all residents' requests due to utility bills that were mailed out October 31st
- Completed PW bonds spreadsheet for 2025
- Working through BSA on items needing corrections
- Sent out 2026 Liquor License Renewal Applications
- Began bank reconciliations for October
- Attended US Bank webinar for new Pcard program

Parks and Recreation

Administration

- Staff met for the weekly staff meeting.
- Staff participated in the 2nd Civic Rec Training
- Staff met with contractors to discuss a trash enclosure at the VPRC.
- Staff met with Community Development to discuss interior changes to the Parks office.
- Staff met for capital plan budget review.
- Staff met with Public Works to discuss the adopt a tree program.
- Staff continue to coordinate with TK Elevator on the Village Hall elevator modernization project.

Parks, Buildings & Grounds Division

- Staff set up décor and lighting along the Prairie Path for the upcoming holidays and Joyful Traditions event. Trees to be setup along the Path are set to arrive at the end of the week or early next week.
- Staff continue working to complete items on the annual November List to prepare for winter.
- Staff work/repairs continue with facility renovations, landscape bed cleanup, 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

- 42 participants in Little Learners Club week of 11/11. 1 new participant
- 11/7 Preschool Fire practiced a fire drill with VP fire department.
- 11/11 NEW program ran with 8 participants Build Your Own Teddy for ages 2.5-5.
- 351 participants registered for Conquer the Court Winter Basketball. (231 at this time in 2024).
- 13 teams signed up for winter/spring women's volleyball league.
- Holiday train ride maxed out at 138 participants.
- Staff met with Preschool Teachers for their monthly meeting.
- Staff met to discuss the planning for upcoming holiday events.
- Staff planning for Fall camp. Currently at 27 participants (14 in 2024)
- Staff completed CPO certification.
- Staff is communicating with summer pool staff to start planning for 2026 pool season.
- Staff attended the IPRA Aquatic Roundtable on Thursday, November 13 in Elgin.
- Adult/Senior Programs-(66 participants)
    - NEW bus trip-Feed My Starving Children, Schaumburg 11/4 for National Community Service Day
    - Donut Bingo 11/5
    - Let's Do Lunch Carryout, 11/6
    - Dining Destinations 11/7, Harner's North Aurora
    - New session of Can Do Academy dog training started 11/8

Community & Economic Development

- Received final training on new FOIA program.
- Met with Mike Mallon on economic development update and progress made since last meeting.
- Attended Veterans Day Ceremony at the VFW
- Discussed proposed administrative subdivision.
- Zoning Board of Appeals recommended a fence height and style variation to the Village Board at 427 N. Wisconsin Ave by a 6-0 vote.
- Historic Preservation Commission will meet on November 13th to discuss two plaque applications and whether any additional information is needed prior to the Commission considering them at a future meeting.

Library

Meetings and More

- Department Heads meeting
- Village Department Heads meeting
- Rotary meeting
- Kiwanis meeting
- VPPL Seed Library Presentation at the Chicago Area Mensa Regional Gathering
- Meeting with SWAN and Ingram to finalize EDI process
- Meeting with Brodart to discuss McNaughton Plan for bestsellers
- Outreach Staff meeting
- Suburban Park & Recreation Association meeting
- Circ Roundtable at Aurora Public Library
- Villa Park Chamber of Commerce meeting
- St. Nick's Mart planning meeting
- LACONI presentation at the South Holland Public Library

Programs and Services

- Children's Book Week 2025
- Versiti Blood Drive hosted
- Educator book bag assembled and delivered
- Little Free Pantry replenished
- Friends of the Villa Park Library fundraiser: Lou Malnati's
- Babies & Books (2 sessions)
- Toddler Time (4 sessions)
- Preschool Storytime
- Ready for Reading
- LEGO DUPLO Build + Play
- Morning Makers
- Young at Heart
- Happy Healthy Yoga
- Fiber Arts Craft Circle
- Introduction to Computers
- Elvis ~ Memphis to Vegas

Communications

Social Media:

- York Township Food Pantry
- Municipal Lot Maintenance Notice
- Fire Department Resuce Training
- Police Department Frakes Family Gathering head shaving
- FUN Commission Halloween Decoration Contest Winners
- Veterans Day ceremony pictures and videos
- PW Laborer Job Posting
- Villa Park Town Hall

Website:

- Villa Park Contributes $10,000 to York Township Food Pantry, Urges Others to Join
- Join us for the Villa Park Town Hall at the VPRC!
  - Also published in the Daily Herald event calendar
- Attended Kick Off meeting with Civic Plus for website redesign

Other:

- Updated village Organizational Chart with names
- Winter/Spring Parks & Recreation final draft review
- Winter/Spring Village Matters draft 1 review
- Attended Civic Rec training
- Meetings to discuss possible new texting service for the village

Public Works (PW/ENG Weekly)

- Final asphalt surface paving as a part of the Highland Avenue Resurfacing Project is now complete. Punch list inspection is currently underway. Final quantities have been agreed upon, and a final balancing change order is scheduled to be presented for consideration at the 11/24/2025 Village Board meeting.
- Streets Division crews continued work on restoration from utility repairs.
- Rose Paving began hot-mix asphalt patching of the water main trench in the Metra north commuter parking lot this week.
- Staff participated in a ComEd Joint Operations Center (JOC) Municipal Portal exercise.
- Utilities Division is in the process of reviewing and repairing leaks found by the leak detection study performed by ATS.
- Staff held a design progress meeting for the Washington Sewer Separation Section 2 Project.
- Staff held a planning progress meeting for the Villa Avenue Bridge Improvement Project.
- Staff attended the DuPage County Green Infrastructure Seminar for Municipal Separate Storm Sewer Systems (MS4) Communities.
- Restoration and cleanup as a part of the 2025 Sidewalk Program is currently in progress.
- Punch list work continues as a part of the Jackson Area Improvement Project. Staff is also working to prepare a final balancing change order for the project.
- Staff is in the process of completing the planning application for Illinois Environmental Protection Agency (IEPA) loan funding for the Westmore and Wisconsin Improvement Project.
- Fall street sweeping operations began this week, with both sweepers in full-time operation.
- Staff met with Finance and Community Development staff regarding tracking of bond funds for private development.
- Staff continues to review and update the proposed budget.
- Public Works staff attended the first meeting for AFSCME negotiations.
- Fire engine E80 was in the shop and had four new batteries installed, and onboard charging system was tested.
- Public Works plow truck 48 was in the shop and had salt spreader and liquid tank installed. Front plow was installed and everything was tested.

- Public Works plow truck 93 was in the shop and had winter equipment installed and tested.
- Public Works plow truck 96 is in the shop having a new auger gear box installed for salt spreader.
- Public Works truck 9 was in the shop and had a new coolant hose installed.
- Police car 185 is in the shop for a dead battery issue.
- Fire car O81 was in the shop and had a new onboard battery charger installed and a new battery was also installed.
- Police car 190 was picked up from dealer, car a had a misfire code and is under warranty.