WEEKLY REPORT JANUARY 9, 2026

VILLAGE MANAGER'S REPORT (1/9/2026)

Happy New Year!

On December 12, 2025, we held our groups first Town Hall Meeting at the Villa Park Recreation Center. We had tables for Village Commissions and area organizations. We had speeches and a raffle. One of the prizes in the raffle was "Lunch with the Village Manager". You may say how is this a valid prize? You are more than welcome to debate this issue. Anyway, the winner of this prize was a lovely lady who we will call: "Mrs. S.". Mrs. S. seemed happy to have lunch with me. So much so, I could not help but smile and feel good about this future engagement. I was able to share my contact information with her. It was my intent to honor my obligation after the holidays in early 2026 but Mrs. S. reached out during the holidays. I asked Mrs. S. if she preferred to have lunch in my office or go to a restaurant in town. Gladly, she made the right choice and wanted to have lunch at a restaurant. She picked Simon's. She also asked if her husband was allowed to go. I said absolutely the answer is yes.

We met for lunch on January 6th, 2026 at 11:30. I noticed she had medium sized notebook that was the same size as mine. We exchanged pleasantries and sat down. I began to tell my tale on how I got to be the Village Manager. She politely interrupted me and stated she has a list of questions. Her first question, (and it is a great question), why did they (The Village) hire a police chief to be our Village Manager? I told Ms. S. several DuPage towns did a similar thing. I said I do have a master's in public administration, and I know how to get things done. I also trust my leadership style to help Village Staff grow with succession planning.

Ms. S. then asked about the two large-scale developments in town: Hawthorne on Ardmore and the Union on Villa Ave. I gave the best answers I could publicly give. I believe in being honest but not to the point where it damages the Village.

I then had to briefly step away and let management know there is protest planned just outside their parking lot and the protesters were parking in their lot. Management was appreciative of the information. I then let Mr. and Mrs. S know what the protest was about and they were appreciative for the insight.

Mrs. S. then asked about several people who make Village related posts on social media. Since I pay attention to these same posts, I was able to give some unbiased insight. She stated she does not really know what to believe, which is fair.

Lastly, we discussed how great of a Village Villa Park actually is. We talked about how long we both lived in the area and how much things have changed over the years. I wish I could enjoy many more lunches with citizens and connect over our common interest: our love of Villa Park.

Respectfully,

Mike Rivas

Village Manager

<u>Upcoming Meetings & Events</u>
<u>January 12, 2026</u>
Special Meetings:
Committee of the Whole (6pm)
&
Village Board of Trustees Meeting (7pm)
will be held at the Villa Park Recreation Center
320 E. Wildwood Ave

All Commission Meetings and Board Meetings will resume at Village Hall beginning on January 19, 2026.

Mr. & Mrs. S.

Department Reports

Administration:

Village Manager

- Village Manager held a Department Head Meeting with Staff.
- Village Manager held several one on one meetings with Department Heads.
- Village Manager held a meeting with Community and Economic Development Director House to go over the COW presentation on "Permits".
- Village Manager attended a meeting hosted by Finance Director Mika, on a five year financial plan for the Village.
- Village Manager had lunch with the raffle winners of "Lunch with the Village Manager" at Simon's Restaurant.
- Village Manager attended the Employee Appreciation Committee Meeting.
- Village Manager attended a ZOOM meeting on the UP/NS Merger Discussion.

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.

HR Manager

- Implement UKG Scheduling System.
- January 1 Rollovers, Payroll Adjustments and Insurance Adjustment issues.
- Handled several Personnel matters
- Finalized AFSCME Agreement

Assistant Village Manager

- Prepared the final AFSCME tentative agreement and contract with the Union voting in favor of it
- Attended a meeting with Village Manager and Finance to discuss updates to 5 year capital plans
- Attended a status update and planning meeting to discuss the Train car 321
- Attended the construction progress meeting for the ICC to Temp Fire Station
- Attended design layout design meeting for the village website update project
- Reviewed proposed request for qualifications for Engineering Consultants
- Reviewed updated Villa Ave. Free Parking Map to assist residents and visitors on where to Villa Ave. business area with construction of the Union Project starting.

Police Department

December 31, 2025 – January 6, 2026

- January 2, 2026, Chief Kubish and Christina updated the GL numbers in the PACE payroll system.
- January 6, 2026, Chief Kubish, Deputy Chief Pagan, Matt F., and Steve M. held a meeting to discuss the purchase of new vehicles for the police department for 2026.
- Deputy Chief Pagan has been working on ORC Grant quarterly reports, National testing network monitoring/reviewing application submissions, and the 2026 patrol schedules.
- The police department continues to work on much needed building improvements.

Fire Department

December 31, 2025 – January 6, 2026

- Fire Department members responded to 62 EMS and fire calls and completed mandatory training sessions.
- Personnel participated in external professional development opportunities, including attendance at the Company Fire Officer course in Romeoville, IL.
- Fire Department Administration participated in several meetings, including the Area Chiefs meeting, ImageTrend NERIS discussions, and a permit review session.
- The Board of Fire and Police Commission finalized the Firefighter/Paramedic Eligibility List, initiating the hiring process to fill two open vacancies.
- Fire Department Administration continued strategic planning and preparation for the upcoming temporary relocation of Station 81 (1440 S. Ardmore Ave.) to the Iowa Community Center (338 N. Iowa Ave.). Fire Department crews worked diligently throughout the week to pack and transport equipment and supplies from Station 81 to the Iowa Community Center.

Information Technology

Hardware-

- Configured and deployed four new network switches.
- Configured and deployed three new wireless access points.
- Configured laptop for PT police investigator.
- Installed new cabinets for network equipment at two PW facilities.

Software-

- Resolved software issues with virtual server environment.

Miscellaneous-

- Changed the IP addresses of all village cameras to new camera subnet.
- Assisting with hooking up FD computers at temporary ICC location.

Communications

Social Media:

- Permits COW Meeting
- Coffee Talk & Construction
- Free Holiday Tree Pickup
- January Programs & Events
- Traffic Notice: Municipal Lot Closed on S. Villa
- Coffee with the Board Canceled Jan. 3
- LRS 2026 Holiday Schedule
- VPRC Programs and Events

Website:

- Memorial and Tree Adoption Form Combined and website updated
  - https://www.invillapark.com/279/Parks-Facilities
- Historical Preservation Commission page update
  - https://www.invillapark.com/262/Historical-Preservation-Commission
- Continuing adding keywords to webpages to improve search function
- Continuing to replace PDF forms with online forms

Other:

- Updating Staff Communication Policy and including Commissions
- Met with Civic Plus for Design Discovery Meeting to update the website
- Employee Appreciation Committee meeting
- Working with Parks & Recreation to update rentals process
- Beginning to work on budget covers for 2026 budget book

Community and Economic Development

- Prepared COW presentation on permitting.
- Historical Preservation Commission on January 8th to discuss two plaque applications.
- Preparing staff report for Hawthorneworld application to go before the Zoning Board of Appeals on January 14th. Meeting will still be held at the VPRC.
- Coffee & Construction event to be held on Friday, January 9th at 9am. It was promoted on social media and in the Village newsletter.
- Discussed scanning of CED records with consultant to free up space within basement of Public Works/Community & Economic Development.

Finance Department

Finance Director Mika accomplished the following:

- Worked with the HR Generalist to update payroll GL codes
- Reviewed and approved Accounts Payable requests for payment
- Reviewed and approved journal entries
- Worked with our Village attorney to get his invoices caught up and paid
- Updated the DUI account balance for Police
- Started creating the 5 year financial budget plan
- Reviewed and approved the 2024 draft audit
- Attended the weekly department head meeting
- Met with HR Manager to go over employee issues in Finance
- Attended the 5 year capital budget plan kick off meeting
- Analyzed various vendor invoices
- Worked with staff to complete the statistical portion of the 2024 audit

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 1.5.25
- Responded to all residents' requests.
- Balanced bond spreadsheet for December
- Formatting all 2026 spreadsheets
- Processed final bills for residents who moved out of the Village
- Processed meter changeouts

Parks and Recreation

Administration

- Staff worked with SMG to perform Fire Alarm inspections at Village buildings.
- Staff met at the Police Department to discuss facility projects.
- Staff met with Kluber and Lite Construction at the Iowa Station to discuss the construction project and for updates.
- Staff attended the FUN Commission meeting on December 23 at the VPRC.
- Staff worked with Anderson Lock to replace the south ramp man door at the Police Department.
- Staff met with contractors at Village Hall for proposals to replace windows.
- Staff met to discuss updating documents and processes for rentals.
- Staff met with contractors at Public Works to evaluate the Fire system.
- Staff continue to coordinate with TK Elevator on the Village Hall elevator modernization project. The elevator repairs are completed, and an inspection is scheduled for January 9.
- Staff distributed flyers, Programs & Events guides around town to local businesses.
- Staff Created program flyers for distribution to Prairie Path bulletin boards.
- Staff Launched Parks & Recreation Email Newsletter & sent January Program News.

- Staff met with Parks Dept. in developing and implementing parks and facilities rentals into CivicRec Programming.
- Staff met with Admin for the creation/marketing of Corporate Memberships.
- Staff attended design meeting for a website refresh with CivicPlus
- Staff made the following social media posts:
    - Donut Bingo
    - Raclette Cheese Class
    - DogsCanDo Academy
    - Adult Dance
    - Indoor Turf Soccer
    - Pickleball Tournament

Parks, Buildings & Grounds Division

- Staff coordinated with contractors to deactivate the kitchen suppression system at the Iowa Temp Station.
- Staff work/repairs continue with facility renovations, 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

- Rec Staff met for the weekly staff meeting on 1/7/2026.
- 63 participants in Little Learners Club week of 1/6. 3 NEW participants
- January 2 Year Old Prep Class Meet the Teacher on 1/9 with 8 participants.
- Basketball games begin this Saturday 1/10 at VPRC and Willowbrook.
- Women's volleyball games begin Thursday 1/8 at VPRC and Jackson.
- 303 members participated in group fitness classes in December.
- Meeting to discuss adding corporate rate into our membership offerings.
- Looking at switching fitness center layout based on member feedback.
- Winter Break Camp ran 12/22-1/2 with 75 participants (62 in 2024).
- Adult/Senior Programs-(58 participants)
    - Festival of Lights trip on both 12/15 and 12/17
    - Let's Do Lunch Carryout 12/18
    - Dining Destinations, Oscar Swan Inn, Geneva, 12/20
- Staff interviewed 5 Pool Manager candidates this week.
- Front desk Ambassador's schedule is completed through January 25.
- Indoor Futsal has 36 participants registered (16 in 2025). The program is held at Jackson with P2Soccer.

ENG/Public Works

- The village received notice this week that $600,000 in state grant funding has officially been awarded for sidewalk improvements in the “Northwest Area”. This funding was secured for the village by State Representative Diane Blair-Sherlock through a legislative appropriation. The funds will be administered through the Illinois Department of Commerce and Economic Opportunity (DCEO). Staff must still prepare and submit a formal application, which must then be reviewed and approved by DCEO staff, at which point the DCEO will provide the village with a draft grant agreement for execution. This process typically takes around six months to complete. Staff has begun preparation of the application and will get it submitted as soon as possible. Following that submittal, staff will also work to prepare bidding documents for the upcoming work in preparation for the execution of the grant agreement.
- Engineering staff hosted the Illinois Environmental Protection Agency (IEPA) this week for a final inspection of the Monterey Avenue Improvement Project (also known as the Washington Sewer Separation Project, Section 1). The village received low-interest loan funding from the IEPA for the construction of this project, which was completed in 2023. The inspection with the IEPA is a part of the loan closeout process.
- Public Works met with a prospective contractor at the village’s Wet Weather Flow Treatment Facility (WWFTF) to diagnose multiple electrical issues that have arisen in recent months.
- Public Works staff attended a meeting for the relocation and restoration of Chicago, Aurora, and Elgin Railroad Car #321.
- Public Works staff attended multiple meetings pertaining to the start of the Union Development.
- Public Works staff met with the Finance Department to coordinate preparation and completion of the proposed five-year capital improvement and equipment replacement plans.
- Temporary repairs to the aviation warning light on the Princeton Avenue Elevated Water Storage Tank were completed this week. Staff is in the process of coordinating permanent repairs.
- The Canadian National Railway has responded to a request for the repair of the fence between the railroad and residential properties on West Ridge Road, stating that the fence is not the property of the railroad, and that it is the responsibility of the adjacent property owners to maintain.
- Streets Division staff has been conducting nearly full-time pothole patching operations over the past several weeks while seasonal laborers are available over the winter school break.
- Forestry Division staff is in the process of completing area tree trimming.
- Utilities Division staff conducted routine sewer flushing and structure cleaning.
- The Police Chief’s vehicle was received back from the dealership this week following replacement of the fuel injector under warranty. Fleet staff also replaced brakes and tires and subsequently returned the vehicle to service.
- The flusher truck was in for the repair of a leak and for the replacement of a hose swivel.
- The street sweeper had a flat tire replaced.
- Fleet Maintenance performed other routine maintenance on vehicles as needed.

Library

1/8 report: covers December 28 – January 3

Meetings and More

- Village Department Heads meeting
- Outreach Specialist candidate interviews
- Early Childhood Outreach meeting
- Attended Ingram selector training

Programs and Services

- Tween & Teen Book Bags
- Movie Subscription
- Adult Book Bag Subscription
- Winter Reading Program
- Poppin' Your Brain Trivia
- Marvelous Mornings
- Book Displays: International Holocaust Remembrance Day, New Year-New Series, New Year's Movies, National Mentoring Month, New Year-New Me, Chicago Bears and Football