

Weekly Status Report

Village Manager, Matt Harline
November 4, 2022

Village Manager's Message

VILLAGE MANAGER'S MESSAGE (11/4/22)

I want to thank the Trustees for their dedicated service as I begin this week's message. I mention it in this week's message because we are about to enter into a phase of many meetings, and some will be long with important choices to be made. The State and Federal legislators are in session only part of the year, but local government is in session the entire year. Moreover, few people are hesitant to stop a Trustee, Board President, or Village Clerk in the grocery store to let them know how they feel about an issue.

This Monday we begin the formal budget discussion at the Board level with presentations by all the department heads. Then on November 14th we will have two presentations at the Committee of the Whole (COW); one by Williams Architects and WB Olsen on the Recreation Center; and one by Lakeshore Recycling Services (LRS) on the current comprehensive solid waste management contract. The Board will need to be asked to review progress and look at options to reduce the size of the Recreation Center due to the increases in construction costs. The Board will also need to consider how to proceed as the LRS contract is set to expire in June of 2023.

In addition, there is Coffee with the Board this Saturday, November 5th, and a brief groundbreaking ceremony at the Sugar Creek Golf Club, at 10:30 a.m. (details can be found [here](#)). There will also be a regular meeting following the COW on Monday the 14th, and then one on November 21st (which was scheduled to avoid the Monday following Thanksgiving. This is a busy month, and next month will be full of events and the Budget Public Hearing on December 12th and December 19th.

This week, in addition to budget and update meetings one-on-one and as a group with department heads, I attended a meeting at VFW Post 2081 to begin planning of the 2023 July 4th Parade, the DMMC Manager's Committee Meeting. I also attended the micro-meeting of the DuPage Convention and Visitors Bureau at Whirlyball in Naperville. Another good chance to talk about what Villa Park has to offer.

Villa Park definitely celebrated Halloween in style. There were trunk or treat events, we had the trick or treat event in the Villa Avenue business district where President Cuzzone and Trustee Murphy showed up in costume and in style. My wife and I also enjoyed the decorations throughout the Village, as well as the trick-or-treaters who stopped by our house. The season fully comes to a close on Saturday where between 9 a.m. and noon at Village Hall you can smash your pumpkin (no candles or decorations attached) to make sure it is composted and doesn't end up generating methane in a landfill. Enjoy the extra hour we get on Sunday. Finally, I want to mention that Village Hall will be open and trash will be picked up on Veteran's Day (Friday November 11).

Matt Harline,
Village Manager



Upcoming Agenda Items:

- CBA with local 964- AFSCME
- Text Amendments to Zoning Code
- Setting New Ambulance Rates
- Village of Villa Park Holidays 2023, Board Meeting Dates 2023, Committee of the Whole Dates 2023, Coffee with the Board Dates
- Proclamation for Principal's Day

Other Items:

Coffee with the Board 11/5/2022 at 9:00 a.m. at Village Hall.

Free Leaf pickup Oct. 24 to Dec 9, 2022

Street sweeping has begun.

Staff Meeting



Present:

Matt Harline, Village Manager
Suzanne McVey, Assistant Village Manager
Interim Chief Steve Stapleton, Fire Dept.
Chief Mike Rivas, Police Dept.
Greg Gola, Director of Parks, Rec & Fleet Dept.
Pat Burke, Director of Economic Dev. Dept.
Mike Guerra, Director of Public Works
Marc McLaughlin, Director of Comm. Dev. Dept
Chuck Howard, Director of Finance
Sandy Hill, Director of Library
Cheryl Wagner, Executive Assistant to Village Manager

Extensive discussions:

Budgets & Upcoming Agendas

Matt:

- Powerpoint draft presentations due Monday.
- Dept. Goals and Budget Book 2023 were discussed
- Budget deadlines
- Nov 7th meeting & budget
- Upcoming agenda items
- Add performance measures for 2023 Budget
- DMMC survey results on holidays
- Integrate Servant Leadership into training

Suzanne:

- November Flu Shots on 10th from 7am to 10am—
- Please sign up—but will take walk-ins as well.
- Discussions re: COVID, CDC practices
- Work charts to Department Heads
- Budget and benefit discussions.

Mike G.:

- Water shutdown along Monterey– Code Reds announcements went out
- Paving is ongoing
- Vector discussions and terms for contract
- Two street sweepers are out
- Leaf pickup is ongoing.

Greg:

- Purchase Agreements
- Metra station—issues and winter planning
- Review of plans for upcoming project

Steve:

- One on One ongoing
- Ambulance rates
- Powerchair ordered

Chuck:

- Budgets
- GADA re: PW
- Budget document links
- Revenue updates
- TIF money went out
- JRB timelines

Marc:

- Planner job has 17 applicants
- Text Amendments in process

Mike R.:

- Letter went out to sex offenders to advise they are not allowed to hand out candy.
- Halloween preparations ongoing

Patrick:

- Parking lot and paving discussions
- Fence discussions
- TIF discussions

Sandy:

- Kiwanis Spaghetti Dinner Friday, Nov 4th at Willowbrook High School
- Strategic plan for Library
- 4 Agreement re: book club—has some that can be checked out.

Assistant Village Manager

Assistant Village Manager, Suzanne McVey

November 4, 2022

- Employee Flu Shot clinic is scheduled for November 10th. All staff are eligible, full-time, part-time, temporary. Registration information was sent via email.
 - Working with Horton Group and Maxwell on the updates to the online benefit portal to be completed ahead of CY2023 benefit enrollment. Open enrollment is expected to open on or about November 15th.
 - Attended final meeting with representatives from AFSCME to finalize contract language and related documents with the intention of final approval at Board meeting on 11/14.
 - Assisted the Environmental Concerns Commission with the final planning and details for the Pumpkin Smash event on Saturday from 9:00am to noon.
 - Participated in Human Resources Virtual Summit Presented by BambooHR on November 1st and 2nd.
 - Current Special Event Applications:
 - Joyful Traditions: Saturday December 3rd
 - Current Job Recruitments:
 - Fire Chief
 - Community Development Planner
 - Public Works Civil Engineer
 - Parks Building Supervisor (maintenance)
 - Part-time Police Officers and Firefighters
 - Freedom of Information Act Requests Received from 10/21 to 11/3:
 - Community Development –7
 - Fire Department - 1
 - Managers Office -9
 - Police Department – 15
 - Public Works - 1
- Total closed FOIA requests for 10/21 to 11/3: 27
- DuPage County is at low community level transmission of COVID-19, however Coronavirus cases are on the rise in Illinois. Several counties in Illinois are now at moderate transmission rates. We have seen a small increase of positive cases related to the Village and continue to monitor COVID-19 vaccinations and boosters continue to be available at local pharmacies such as Jewel-Osco, Walgreens, Marianos, and CVS.

Communications

Communications Specialist, Donny Pisano

November 4, 2022

Social Media:

Facebook posts this week:

- Enewsletter
- Halloween hours
- Chief Ron
- Pumpkin smash
- Cornerstone Chinese church
- Alzheimers awareness month
- Veterans day

Instagram post:

- Chief Ron
- Pumpkin smash

Twitter post:

- [Enewsletter](#)
- Pumpkin smash
- Cornerstone Chinese church

Parks & Rec Facebook posts this week:

- Trick or treat hours
- Fall camp
- Scarecrow post
- Highschool basketball league
- Holiday train
- Jr sports class



Village of Villa Park, Illinois, Government

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Please join us in honoring Fire Chief Ron Rakosnik, as he is retiring after 47 years of fire service, the last ten of which as Fire Chief for the Village of Villa Park.

In 1975, Rakosnik began his service as a volunteer firefighter with the York Center Fire Protection District.

Prior to his role as Fire Chief for the Village of Villa Park, Rakosnik worked for the Village of Lombard for 28 years. Starting as a Firefighter/Paramedic and working his way up through the ranks t... See more



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Finance

Finance

November 4, 2022

Finance Department

Cashier

- Processed utility billing payments daily from the mail, drop box and over the counter.
- Continued to process payments for utility taxes, places of eating tax remittances, special events, amusements events and various payments from PW, Police, Recreation and Fire departments.
- Processed the November 4th bill listing.
- Closed out September PCards.

Utility Billing

- Processed the utility bills for the next send date.
- Process final bills for residents moving out of the Village.
- Processed several meter changeouts and smartpoints.

Payroll

- Processed current payroll.
- Working on retro pay for AFSCME employees.

Accountant

- Reconciled weekly Cash Receipts and Utility Billings.
- Sent out Monthly Financial Reports to Department Heads.
- Provided information to the Village staff as needed.
- Working on journal entries and bank reconciliations.
- Working on stale dated outstanding checks.

Finance Supervisor

- Continued balancing the cash drawer to check for accuracy of money being posted to correct accounts.
- Continued to enter all Department budget requests into main spreadsheet.
- Attended several budget meetings with Department Heads.
- Start compiling narrative sections of the budget.
- Created new AR accounts for the Monterey Ave. Improvement Project.

Finance Director

- Participated in on-going Budget discussions regarding Capital Projects and Fund Transfers.
- Reviewed weekly Bill Listing for Village Board.
- Completed TIF-5, Kenilworth Townhomes TIF increment remittance in preparation for required distribution under redevelopment agreement



Villa Park Police Dept.

Police Chief, Mike Rivas

November 4, 2022

DATE: October 27th, 2022 – November 2nd, 2022

STATISTICAL DATA		SPECIAL ATTENTION DETAILS
<u>Total CAD tickets generated</u>	389	Halloween Community Involvement
Officer generated traffic stops	39	HS/ Middle School and Grade School Presence
Traffic Citations issued	23	Flock Camera Hits for Stolen Vehicles/Wanted Persons
Traffic Warning Tickets issued	19	Pursuits and Stop Stick Deployment
Number of Bookings Processed	7	Catalytic Converter Thefts
DUI Arrests	0	Domestic Violence
Admin. Tows Initiated	2	Mental Illness Calls for Service
Local Adj./Village Ord.	1	DUIs
Parking citations issued	23	Motel 6
Compliance violations	0	Stone/Michigan/ Ridge/Iowa Parking Enforcement
Vehicles Booted	0	Restaurants and Bars
Vehicles Booted (YTD)	11	

CURRENT INVESTIGATIONS

- Assist Other Agency- Addison PD was requesting assistance with a catalytic converter investigation that led to the arrest of three subjects who were responsible for numerous thefts in the area. The investigation is ongoing.
- Retail Theft- A female subject removed over \$600 worth of merchandise from the Target. The investigation is ongoing.
- Retail Theft- A male subject removed several bottles of bourbon from Ardmore Liquors without paying for them. The investigation is ongoing.
- Death Investigation- There was a death investigation of a male subject at Rotary Park. It is believed the death was a suicide. The coroner was contacted, and the investigation is ongoing.
- Criminal Damage to Property- Unknown subject threw a rock through a window at a residence on Astor. The investigation is ongoing.
- Criminal damage to property- 600 block of E Highland. Complainant had their tires slashed on 3 separate vehicles, owned by different individuals of the same family. Each of the three vehicles were parked in the driveway of the residence. The investigation is ongoing.
- Fleeing and Eluding Stolen Vehicle Possession and Robbery- Four subjects were spotted on Division in a vehicle they took by force. They were pursued and three subjects were taken into custody. The driver of the vehicle was 11 years old.

ARRESTS

- Aggravated Fleeing and Eluding Police Officer-Multiple Traffic Control Devices
- Out of Jurisdiction Warrant
- Domestic Battery
- Aggravated Fleeing and Eluding Police Officer-3 Individuals Arrested
- Domestic Battery

Please Note: "Reported Crimes-Press Report" and Citations/Arrests detail available upon request.

CRIME FREE HOUSING

- Nothing new to report.

MEETINGS

- Department Head Meeting
- July 4th Parade Meeting
- Meeting with Village Manager Harline
- Meeting with Come Unity Group
- Meeting with Business Owner who Donated K-9

OTHER ACTIVITIES

- Trick or Trot 5K Run
- Trunk or Treat Event
- Halloween Costume Contest
- WBHS Sports Send Off
- WBHS Sports Escort into Town
- Chief Rakosnik Retirement
- Lake County After Action Report from Highland PK



Officer Kitching working his Halloween magic for the kids of Villa Park



Villa Park Fire Dept.

Interim Fire Chief, Steve Stapleton

November 4, 2022

Week of October 23-29

Incident Report- Fire and EMS calls by type of call

Incident Type	Total Incidents
Incident Type Category: 1 - Fire	
Passenger vehicle fire	1
	Total: 1
Incident Type Category: 3 - Rescue & Emergency Medical Service Incident	
Medical assist, assist EMS crew	1
EMS call, excluding vehicle accident with injury	46
Motor vehicle accident with injuries	1
Motor vehicle accident with no injuries.	1
	Total: 49
Incident Type Category: 4 - Hazardous Condition (No Fire)	
Gas leak (natural gas or LPG)	2
Carbon monoxide incident	2
Power line down	1
	Total: 5
Incident Type Category: 5 - Service Call	
Public service	1
	Total: 1
Incident Type Category: 6 - Good Intent Call	
Good intent call, other	1
Dispatch Error/Test Ticket	1
	Total: 2
Incident Type Category: 7 - False Alarm & False Call	
Alarm system sounded due to malfunction	1
	Total: 1
	Total: 59

Mutual Aid Given Incident Report- Mutual aid responses by type of call.

Incident Type	Total Incidents
Incident Type Category: 1 - Fire	
Building fire	1
	Total: 1

Incident Type	Total Incidents
Incident Type Category: 1 - Fire	
Building fire	1
	Total: 1
Incident Type Category: 3 - Rescue & Emergency Medical Service Incident	
EMS call, excluding vehicle accident with injury	4
Motor vehicle accident with injuries	1
Rescue or EMS standby	1
	Total: 6
Incident Type Category: 6 - Good Intent Call	
Dispatched and cancelled en route	1
	Total: 1
	Total: 8

Total EMS/Fire Calls: 67

Total EMS/Fire Calls to Date: 2544

Public Library

Library Director, Sandy Hill

November 4, 2022

Programs Offered This Week

Writing Sprints

One Pot Meals with Chef Susan Maddox

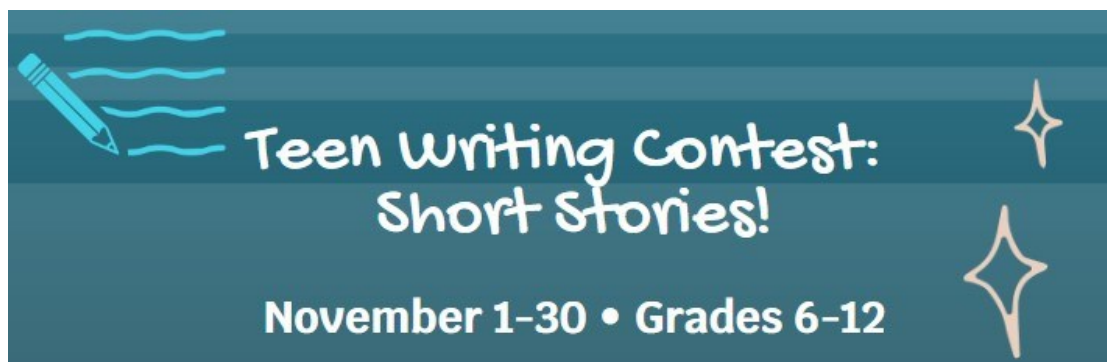
Babies & Books (two sessions)

Toddler Time (two sessions)

Preschool Storytime

Ready for Reading

Upcoming Programs



Meetings and Webinars Attended

- Library Department Heads meeting
- Village Department Heads meeting
- Rotary Club meeting
- Kiwanis Club meeting
- Committee of the Whole (COW) meeting
- POMS meeting
- Narcan training session
- Chicago Area Mensa Annual Meeting; staff member made the following presentations at the meeting: Epicurean Experience; Crafts and Conversation; CAM Pumpkin Paint-A-Palooza

Library Services

- *English as a Second Language* classes and English conversation sessions as well as computer classes taught by the People's Resource Center were hosted by the library.
- Teen Writing Contest: Short Stories! Contest for grades 6–12 throughout the month of November; submissions will be accepted through November 30.
- Friends of the Villa Park Library fundraiser through October 29: *Lou Malnati's* coupons
- VPPL Mini-Library held at Jefferson Middle School
- New Displays created: Dinovember; Martin Scorsese films
- Book Reviews: 2 written and posted to the library's social media
- Homebound Delivery Service: 23 items delivered
- Educator Bags: 3 Educator Bags prepared for North School and for Salt Creek Primary
- Educator Cards: 1 Educator Card renewed for York Center
- Passport Application Service: 6 new passport applications processed
- 24 Hour Lockers: 82 patrons served

Economic Development

Economic Development Director, Patrick Burke

November 4, 2022

Eco Terra (formerly Garden Station)

Hawthorne Development extended the performance bond for the new Metra parking lot October 26 for another 12 months. Staff met virtually with Hawthorne Development November 2. The trench running through the existing parking lot has been prepared for paving and should be completed this week. Hawthorne also began preparing the parking lot site for landscaping.

2023 Budget

Staff met October 28 to review the revised 2023 budget. It also began drafting its budget presentation for the November 7 Village Board meeting.

Potential New TIF

Teska Associates sent the final draft version of the eligibility study and redevelopment plan November 1. Staff reviewed the documents and submitted revisions to Teska.

Village Initiatives Webpage

Staff updated the Development Updates page to reflect the activity that occurred during 2022.

Staff attended Chief Rakosnik's retirement celebration October 27.

Participated in the permit review meeting.

Participated in the department head staff meeting.

Participated in the Community & Economic Development Department meeting.

Met with Manager Harline.

Community Development

Community Development Director, Marc McLaughlin

November 4, 2022

CD Department Weekly Updates – October 27, 2022 to November 2, 2022.

Community Development Director Updates:

- Casey's, located at 55 E North Ave, continues to work at a steady pace.
- The Planning and Zoning Commission has one agenda item for the November 10th meeting, an amendment to a PUD for an Electronic Message Display Panel sign at Jackson School.
- The contract purchaser of the property located at the southwest corner of Manor Lane and N Villa Ave has made contact to begin the annexation and rezoning process to the Village.
- job posting for the Planner position closes November 4. We have received 20 applications.
- A Request for Proposal (RFP) for a new Comprehensive Plan has received 5 Statements of Interest by qualified firms.
- I will be out of the office Friday November 11, 2022.

	Oct 27 to Nov 2, 2022	2022 YTD	Oct 27 to Nov 2, 2021	2021 YTD
-				
Permits Issued	40	1828	40	1838
Plan Reviews	6	278	8	300
Building Inspections	61	2092	51	1891
Follow-Up Inspections	63	1711	53	2010
Site Visits	20	1315	17	995
Property Main. Violations	26	1654	42	1963
Tickets Issued	17	415	13	402
Adjudication Cases	0	325	0	419
Liens Filed	0	166	0	112
C.O. Inspections	3	102	1	86
Vacant Property Inspections	2	72	0	26
Vacant Properties Registered	1	15	0	9

Public Works

Public Works Director, Michael Guerra

November 4, 2022

Public Works Highlights

- Construction of the Jackson Pond Expansion Project began this week. This week's efforts included construction layout, installation of construction fence, and delivery of equipment (see photo). Installation of the new storm sewer main is expected to begin on Monday. Staff also held a pre-construction meeting this week with staff from School District 45 and School District 88 to discuss the project and answer questions.
- Construction of the 2022 Sidewalk Program was completed this week.
- This past week the contractor has installed enough of the new 8-inch ductile iron water main to begin filling and flushing the new components as a part of the Monterey Avenue Improvement Project (Washington to Park). The new water main will undergo a pressure test and chlorination to ensure safety. After receiving passing results, the contractor will be able to transfer water services on Highland Avenue from the old water main to the new. Sanitary sewer manholes have been replaced with new concrete manholes along Monterey Avenue north of Highland Avenue. Next week, the contractor will focus on adjusting or replacing sanitary sewer services that will be in conflict with the proposed storm sewer on Monterey Avenue north of Highland Avenue. Replacement of existing fire hydrants is also expected to take place next week.
- Construction of the first of the village's two expected REBUILD Illinois projects continued this week. Work completed this week included marking of pavement patching which is expected to be completed next week. Placement of a preliminary layer of asphalt or "leveling binder" is expected to take place after patching, either next week or the week after.
- The village received an approved water construction permit from the Illinois EPA this week for the Michigan and Vermont Improvement Project.
- Staff participated in meetings for the preparation and review of the proposed CY 2023 budget.
- Free fall leaf pickup is ongoing and will continue through 12/09/2022. Leaves must be in a paper bag in order to qualify for the free pickup.



Public Infrastructure Projects

College Streets This large project has been placed on hold due to budget concerns. It was decided to separate North Wisconsin Avenue from the College Streets Project and complete that street as a separate project, as it does not include water main replacement. In addition, staff submitted two applications for CDBG grant funding for portions of the project to secure external grant funding and advance those portions of the project. See **"Michigan and Vermont"** below for more information on one of these two portions of the larger project.

Jackson Pond Construction of the Jackson Pond Expansion Project began this week. This week's efforts included construction layout, installation of construction fence, and delivery of equipment. Installation of the new storm sewer main is expected to begin on Monday. Staff also held a pre-construction meeting this week with staff from School District 45 and School District 88 to discuss the project and answer questions. The next and final phase of this project, which staff is now referring to as the "Jackson Area Improvement Project", includes construction of new storm sewer mains on portions of Madison Street, Wisconsin Avenue, and Addison Avenue. This phase is currently under design. Staff is in the process of reviewing plans and specifications and has held several design progress meetings. This phase will be advertised for bidding when design is complete. Bidding is currently expected to take place in late 2022 or early 2023.

Maple Area The only remaining efforts at this point are the completion of punch list items. That punch list work is currently in progress.

Michigan & Vermont The Michigan and Vermont Improvement Project comprises a smaller portion of the larger College Streets Project. This portion of the project area was split off because it qualified for and was officially awarded external CDBG grant funding for construction. Design of the project is now complete. The village received an approved water construction permit from the Illinois EPA this week. The formal grant agreement from DuPage County for funding for the construction of this project is currently in the process of being executed. The project is expected to be advertised for bidding after the agreement is fully executed and DuPage County reviews and approves the draft bidding documents. The project is expected to go to construction in spring of 2023.

Monterey This past week the contractor has installed enough of the new 8-inch ductile iron water main to begin filling and flushing the new components. The new water main will undergo a pressure test and chlorination to ensure safety. After receiving passing results, the contractor will be able to transfer water services on Highland Avenue from the old water main to the new. Sanitary sewer manholes have been replaced with new concrete manholes along Monterey Avenue north of Highland Avenue. Next week, the contractor will focus on adjusting or replacing sanitary sewer services that will be in conflict with the proposed storm sewer on Monterey Avenue north of Highland Avenue. Replacement of existing fire hydrants is also expected to take place next week.

REBUILD Illinois These projects consist of the resurfacing of existing village asphalt streets using funds from the village's allocation of the state's REBUILD Illinois bond proceeds. Construction of the first of the village's two expected REBUILD Illinois projects continued this week. Work completed this week included marking of pavement patching which is expected to be completed next week. Placement of a preliminary layer of asphalt or "leveling binder" is expected to take place after patching, either next week or the week after. This first project includes resurfacing of West Division Street from Westmore Avenue to Addison Road; West Elm Street from Westmore Avenue to Addison Road, and North Wisconsin Avenue from St. Charles Road to Division Street.

St Charles Bridge Construction is complete. Staff has submitted closeout paperwork to IDOT. The final closeout of the project is currently awaiting IDOT approval.

Public Works Weekly Statistics

	Week of 11/04/22	Month to Date
Overall		
Service requests	40	40
Streets		
Pothole patching	0	0
Tree trimming	2	2
Tree removal	2	2
Tree limb pickup	2	2
Utilities		
JULIE locates	71	71
Sewer services televised	0	0
Inlets / Catch Basins cleaned	0	0
Water shutoffs performed	15	15
Water meter repair/replacement		
¾"	9	9
1"	0	0
Large meters installed	3	3
Water valves exercised	9	9
Sewer televised (feet)	3670 feet	3670 feet