

# Weekly Status Report

Village Manager, Matt Harline  
November 11, 2022

## Village Manager's Message

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

I want to start by thanking all of the employees of the Village of Villa Park who have served or are serving in our Armed Forces. The Villa Park VFW Post #2081 did a wonderful job of thanking the veterans of Villa Park and Oak Brook Terrace, but I wanted to especially acknowledge our employees and elected officials who have served. As the son of a World War II veteran I appreciate the sacrifice to preserve our freedoms.

I thought the week started out very well with our Budget Workshop on Monday. It was important for the department heads to give an overview of their operations and budget requests directly to the Board of Trustees. I thought the questions from the Board demonstrated how engaging the process was. I feel confident we will have the budget adopted by December 19, 2022.

This week we also interviewed candidates for the Judge of our Municipal Courts (Administrative Hearing Officer) and we have made an offer to the best candidate. I will announce it as soon as I hear back. I want to thank Shawnte Raines for her dedicated service in this position over the past several years. I met with the department heads individually and collectively this week. Also, I met with nearby Village Managers to discuss various matters in the profession. On Thursday, Public Works Director, Mike Guerra, members of his staff and I met with Public Works staff from Elmhurst to discuss several projects of mutual concern.

I look forward to seeing you on Monday night. I apologize for the length of the meeting Agenda, however, we have many important decisions to make and I look forward to working through them with you.

Thank you.

Matthew Harline  
Village Manager



### Upcoming Agenda Items:

- CBA with local 964- AFSCME
- Text Amendments to Zoning Code
- Setting New Ambulance Rates
- Proclamations for Principal's Month and School Board Member's Day
- 3D Design for Lufkin Park Project
- Appointments to Community Pride Commission and Historical Preservation Commission
- Approving Agreement with 3D Design re: Lufkin Park Project

### Other Items:

Free Leaf pickup Oct. 24 to Dec 9, 2022

Joyful Traditions— Sat Dec 3, 2022 from 4:00 pm to 8:00 pm at the Rugaard Gazebo. Trolley rides, petting zoo, pony rides, food trucks, photos with Mickey Mouse, Santa and more family fun.

# 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:

- Agenda, budget, presentation discussions
- Discussion re various properties.
- One-on-Ones will be revamped and reset.

#### Suzanne:

- Village Newsletter will go out on Friday.
- Veteran's Day event on 11/11 at 11a.m. at VFW #2801 (39 E Saint Charles Rd, Villa Park, IL 60181)
- November Flu Shots on 10th from 7am to 10am— Please sign up—Jewel will take walk-ins as well.
- Benefit renewal in next 2 weeks.
- Yellow donation box for food and other items in Village Hall.

#### Mike G.:

- Water shutdown notifications sent on Monterrey
- Two street sweepers are out
- Leaf pickup is ongoing
- Light poles at Metra station sustained damage during last week's storm; communications with Metra & UPRR.
- Discussions re: turkeys for donation

#### Greg:

- Purchase Agreements
- Metra station issues include heaters and when to lock the vestibule on the west side.
- Review of plans for upcoming project
- Rec & NEDSRA meetings announced
- Reimbursement for playground mulch
- Dec 8th 4:30pm—Glendale Hts
- Flag discussions about Village flag

#### Chuck:

- Budget transfers being reviewed
- GADA filing re: PW
- Ovaltine TIF money went out
- New TIF discussions
- Working on Tax Levy issues
- DCEP Bonds
- Economic Incentive discussions

#### Marc:

- Text Amendments in process
- Permit Tech has resigned
- Planner position, 21 applications, 8 phone interviews— 2 are scheduled

#### Mike R.:

- Upcoming IGA Meeting
- 1/1/2023 Police required to be at Mental Health emergencies, will continue to assist Fire Dept.
- Sunday 11/13 Trinity Lutheran — Bible event
- Thanksgiving escort to Navy to VFW to make calls home

#### Steve:

- Ambulance rates discussion
- Meeting schedule & one-on-one
- House fire that was contained to dryer of home
- PD/FD IRMA Safety Act discussions
- Discussions re: Thanksgiving donations for VP needy families.

#### Patrick:

- Metra Coffee Shop closes 11/9.
- Fence, parking lot and trench discussions
- New TIF discussions
- Discussions re: Eclips dog grooming relocation
- Discussion re: previous years donations events

#### Sandy:

- Outreach van is being outfitted and anticipate April 2023 launch. Discussions re: outreach ideas and upcoming plans
- Com Ed bulbs and hand sanitizer will be handed out at Library, also Bob Wagner will take some to Tri-Town.
- Discussion re: Joyful Traditions/St. Nick's Mart
- Early voting has been going very well at Library

# Assistant Village Manager

Assistant Village Manager, Suzanne McVey

November 11, 2022

- As of Thursday, DuPage County has moved to medium community transmission level. Positive cases and hospitalizations have begun trending upward. At the medium community transmission level, the CDC recommends individuals stay up to date on their vaccines, get tested if you are experiencing symptoms and to wear a mask indoors.
- Effective January 2022, health insurance companies are required to cover home antigen testing without any cost-sharing (i.e. deductibles, payments and co-insurance) or requirements that members obtain authorization for the tests. Up to 8 tests per covered individual are allowed within a 30 day period. To receive insurance coverage, you will need to take the tests from the shelf and check out at the pharmacy with your insurance card. For tests bought at locations without a pharmacy, you may request reimbursement from BCBSIL for up to \$12 per test. Employees are encouraged to access at home testing to assist in prevention additional spread as community transmission level increases.
- Employee flu shot clinic was held on November 10<sup>th</sup>. Twenty-nine employees and participants on the Village insurance plan attended the clinic.
- Health insurance open enrollment is scheduled to begin on Monday November 28<sup>th</sup> and will run for 3 weeks. Notification letters are being sent to retirees currently covered by village insurance plans. Held open enrollment strategy call with SunLife to review Maxwell benefit portal in preparation for November 28<sup>th</sup>.
- Worked with Payroll Specialist on updating union employee retro payments in anticipation of final contract approval by the board and payroll on November 18<sup>th</sup>.
- Working with Communication Specialist on planning for website redesign process with a kick off meeting happening next week.
- Current Special Event Applications:
  - Joyful Traditions: Saturday December 3<sup>rd</sup>
- Current Job Recruitments:
  - Fire Chief
  - Community Development Permit Technician
  - Community Development Planner (in interviews)
  - Public Works Civil Engineer
  - Parks Building Supervisor (maintenance)
- Freedom of Information Act Requests Received from 11/4 to 11/10:
  - Community Development –3
  - Fire Department - 2
  - Managers Office -3
  - Police Department – 10
  - Public Works - 1

Total closed FOIA requests for 11/4 to 11/10: 12

# Communications

Communications Specialist, Donny Pisano

November 11, 2022

## Social Media:

### Facebook posts this week:

- Pumpkin smash
- Daylight savings
- Upcoming blood drive
- Villa park office equipment
- Illinois emergency plan
- Joyful traditions
- Veterans day

### Instagram post:

- Villa Park office equipment

### Parks & Rec Facebook posts this week:

- High school basketball
- Jr sports class
- Holiday train
- Fall camp

Village of Villa Park, Illinois, Government  
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Kick off the holiday season with some extra cheer! Enjoy this FREE family event!  
Featuring free photo with Santa, character photo-ops (Mickey, the Grinch, Cat in the Hat and more!), trolley, food trucks, s'mores station, petting zoo & pony rides, and more!

**JOYFUL TRADITIONS**

**Date: Saturday, December 3**  
**Time: 4:00-8:00 pm**  
**Location: Ruggard Gazebo**

**PONY RIDES PETTING ZOO**  
**PHOTOS WITH SANTA**  
**TROLLEY S'MORES**  
**CHARACTER PHOTOS**  
**FOOD TRUCKS**

**THIS FREE EVENT IS MADE POSSIBLE THROUGH THE  
GENEROSITY OF MANY LOCAL BUSINESSES.  
SHOP VILLA PARK FIRST!**

**TO SPONSOR, ADOPT A TREE, & MORE DETAILS:**  
[WWW.VILLAPARKCHAMBER.ORG/EVENTS/CALENDAR/](http://WWW.VILLAPARKCHAMBER.ORG/EVENTS/CALENDAR/)

# Finance

Finance Director, Chuck Howard

November 11, 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 14th bill listing.
- Began processing October P Cards.
- Mailed late places of eating tax payment letters
- Invoiced Monthly AR invoices

### Utility Billing

- Process final bills for residents moving out of the Village.
- Processed several meter changeouts and smartpoints.
- Processed monthly shut off notices

### Payroll

- Processed upcoming Village November 18 payroll date.
- Summarized AFSCME employee retro pay for November 18 payroll.
- Updated payroll detail records based AFSCME contract approval
- Assisted in budget preparation details

### 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.
- Attended IGFOA training conference sessions

### 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 and balance of summary reports

### Finance Director

- Participated in on-going 2023 Village Budget discussions
- Reviewed weekly Bill Listing for Village Board.
- Updated Property Tax Levy worksheet for Pension fund requests
- Updated budget revenue sections for request amounts from Police and Fire Pension Funds
- Attended Quarterly Fire Pension Board Meeting
- Conferred with Speer Financial, Inc regarding details of DSEB Bond issuance and reviewed outputs of November 10<sup>th</sup> Bond activity.



# Villa Park Police Dept.

Police Chief, Mike Rivas

November 11, 2022

DATE: November 3rd, 2022 – November 9th, 2022

STATISTICAL DATA		SPECIAL ATTENTION DETAILS
Total CAD tickets generated	453	HS/ Middle School and Grade School Presence
Officer generated traffic stops	45	Flock Camera Hits for Stolen Vehicles/Wanted Persons
Traffic Citations issued	12	Pursuits and Stop Stick Deployment
Traffic Warning Tickets issued	29	Catalytic Converter Thefts
Number of Bookings Processed	10	Domestic Violence
DUI Arrests	3	Mental Illness Calls for Service
Admin. Tows Initiated	3	DUIs
Local Adj./Village Ord.	1	Motel 6
Parking citations issued	49	Stone/Michigan/ Ridge/Iowa Parking Enforcement
Compliance violations	2	Restaurants and Bars
Vehicles Booted	1	
Vehicles Booted (YTD)	12	

## CURRENT INVESTIGATIONS

- **Recovered Stolen Vehicle-** One of three stolen vehicles from a company on North Ave was recovered in Chicago. Investigation is ongoing.
- **Unlawful Possession of Controlled Substance-** A Villa Park Officer stopped a vehicle that resulted in a DUI arrest, including recovery of pills suspected to be Ecstasy and several small bags of marijuana. The investigation is ongoing.
- **Suspicious Incident-** A male subject was observed looking through numerous vehicles in the parking lot outside of VASA Fitness The investigation is ongoing.
- **Retail Theft-** The 7-11 on Addison Road reported a retail theft with a subject they recognized from past retail theft incidents. The investigation is ongoing.
- **Death Investigation-** Villa Park Officers did a wellbeing check on a male subject who has not been seen or heard from in some time. The subject was located in his residence laying on the floor having expired. The investigation is ongoing.
- **Burglary-** The incident occurred in the 700 block of North Addison. A front door was kicked in and cash and alcohol were taken. The investigation is ongoing.

## ARRESTS

- In-Jurisdiction Warrant
- Reckless Driving / Aggravated Speeding in Construction Zone 35+ MPH over limit
- Violation of Order of Protection
- FTA (failure to appear) Warrant
- Criminal Trespass to Property / Obstructing a Peace Officer
- Hit and Run Crash / DUI
- DUI-Motorcycle
- Domestic Battery
- Felony DUI
- Disorderly Conduct

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

## CRIME FREE HOUSING

- Nothing new to report.

### MEETINGS

- Department Head Meeting
- Stone Road Meeting
- Meeting with Village Manager Harline
- DuComm Support Services Meeting
- CY23 Budget Power Point Presentation to the Village Board

### OTHER ACTIVITIES

- Chief Greg Vesta (Wood Dale Police Department) Retirement Event
- MOU Meeting regarding 12hr shifts
- Qualified Immunity ZOOM Meeting
- Kiwanis Spaghetti Dinner
- Squad Car Detailing at Lombard PD



# Villa Park Fire Dept.

Interim Fire Chief, Steve Stapleton

November 11, 2022

**October 30—November 5**

## Incident Report- Fire and EMS calls by type of call

Incident Type	Total Incidents
<b>Incident Type Category: 1 - Fire</b>	
Building fire	1
Cooking fire, confined to container	1
Passenger vehicle fire	1
	<b>Total: 3</b>
<b>Incident Type Category: 3 - Rescue &amp; Emergency Medical Service Incident</b>	
EMS call, excluding vehicle accident with injury	44
Motor vehicle accident with injuries	4
Motor vehicle/pedestrian accident (MV Ped)	1
Motor vehicle accident with no injuries.	2
	<b>Total: 51</b>
<b>Incident Type Category: 4 - Hazardous Condition (No Fire)</b>	
Carbon monoxide incident	1
Power line down	4
	<b>Total: 5</b>
<b>Incident Type Category: 5 - Service Call</b>	
Lock-out	1
Unauthorized burning	1
	<b>Total: 2</b>
<b>Incident Type Category: 7 - False Alarm &amp; False Call</b>	
Unintentional transmission of alarm, other	1
	<b>Total: 1</b>
	<b>Total: 62</b>

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

Incident Type	Total Incidents
<b>Incident Type Category: 3 - Rescue &amp; Emergency Medical Service Incident</b>	
EMS call, excluding vehicle accident with injury	7
Motor vehicle accident with injuries	1
	<b>Total: 8</b>
<b>Incident Type Category: 5 - Service Call</b>	
Cover assignment, standby, move up	1
	<b>Total: 1</b>
<b>Incident Type Category: 6 - Good Intent Call</b>	
Dispatched and cancelled en route	5
	<b>Total: 5</b>
	<b>Total: 14</b>

Total EMS/Fire Calls: 76  
 Total EMS/Fire Calls to Date: 2620

# Public Library

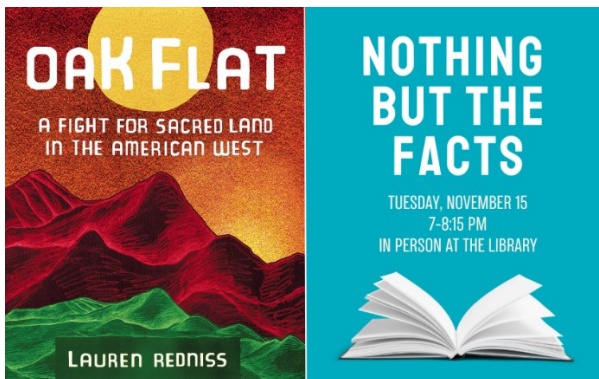
Library Director, Sandy Hill

November 11, 2022

## Programs Offered This Week at the Library

Babies & Books (two sessions)  
Toddler Time (two sessions)  
Preschool Storytime  
Ready for Reading  
Marvelous Mornings  
Writing Sprints  
Genealogy Help Session  
Creative Writing Workshop  
Creative Writing Club for Teens

## Upcoming Programs



## Meetings and Webinars/Training Sessions Attended

- Library Department Heads meeting
- Village Department Heads meeting
- Rotary Club meeting
- Rotary Foundation Dinner
- Kiwanis Spaghetti Dinner
- Youth Services and Outreach staff meeting to discuss programmers for Youth events
- Head of Materials Services met with the Library Intern to provide training
- Meeting with representative from Cintas
- Narcan training for library staff
- Training session on the Giving Tree and Donations policies for MS staff
- Fire Extinguisher Training Class for library staff
- Friends of the Villa Park Library Board meeting

## Library Services

- The library is serving as a collection point for *Toys for Tots* donations through mid-December.
- The library hosted the Versiti Mobile Blood Drive on November 7.
- The library served as a polling place on November 8.
- *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 accepted through November 30.
- VPPL Mini-Library conducted at Jefferson Middle School
- New book display created for Adult Services: *I Mustache You to Check Out These Books*
- Storytimes held at Kiddie Academy in Oakbrook Terrace.
- Library table staffed at the D45 Read-a-Thon at Stella May Swartz Elementary School in Oakbrook Terrace
- Homebound Delivery Service: 3 items delivered
- Educator Bags: 1 Educator Bags prepared for York Center
- Educator Cards: 1 new Educator Card created and delivered to York Center; emailed teachers at Stella May Swartz School, Salt Creek Primary, and the Early Childhood Center to give information about new and renewal Educator Cards
- Book Deliveries: Westmore School; North School; York Center
- Book Reviews: 3 from the Adult Fiction and Adult Nonfiction collections written and posted to the library's social media
- Passport Application Service: 9 new passport applications processed
- 24 Hour Lockers: 62 patrons served

## In the works...

- Development of the next Strategic Plan initiated by the Library Board
- Finalizing the next issue of *The Resource*, January-April 2023 edition
- Planning and preparation for the November Teen Book Box pickup
- Program planning for the Winter Reading Program and for Spring 2023
- Preparation and publication of information on the upcoming St. Nick's Mart hosted by the Friends of the Villa Park Library
- Preparation of a Holiday 2022 gift guide for patrons with staff recommendations for books, movies, CDs, video games, and more

Submitted by **Sandra Hill, Library Director**

# Economic Development

Economic Development Director, Patrick Burke

November 11, 2022

## **Business Attraction**

Staff has been working with an entrepreneur interested in opening two businesses – a banquet facility and a day care.

Staff also has been assisting an entrepreneur with locating space for a vehicle repair operation.

## **2023 Budget**

Staff presented an overview of the Community and Economic Development priorities for 2023 at the Village Board's November 7 special meeting.

## **Village Matters**

Staff submitted items for the winter edition.

## **Planner Position**

Staff began the first round of interviews November 9. Four candidates were interviewed this week.

## **Metra Coffee Shop**

Staff walked through the space November 9 with the current operator. They have decided to cease operation.

## **Yes Villa Park**

The website was updated to publicize Joyful Traditions which will be held December 3 from 4 – 8 pm at the Rugaard Gazebo.

## **BW Group**

Staff met November 9 to discuss follow up activities concerning various code enforcement issues.

Participated in the permit review meeting.

Participated in the department head staff meeting.

Met with Manager Harline.

# Community Development

Community Development Director, Marc McLaughlin

November 11, 2022

## CD Department Weekly Updates – November 3, 2022 to November 9, 2022.

### Community Development Director Updates:

- Casey's, located at 55 E North Ave, continues to work at a steady pace and begins to call for inspections.
- The Planning and Zoning Commission has one agenda item for the November 10<sup>th</sup> meeting, an amendment to a PUD for an Electronic Message Display Panel sign at Jackson School. Quorum requirements have been met.
- **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.**
- The job posting for the Planner position closed November 4. Phone interviews have begun.
- Posted the position for Permit Tech, applications being accepted.
- **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 11, 2022

## Public Works Highlights

- Staff attended the Veterans Day ceremony at VFW Post 2801. Staff would like to specifically recognize and thank the following Public Works employees for their service:



Dan Coulter, Army



Rod Scheitler, Navy

- Completion of pavement patching and paving of a preliminary layer of asphalt, or “leveling binder”, took place this week as a part of the first of the village’s two expected REBUILD Illinois projects (see photo). Structure adjustments are expected to take place next week. Final asphalt surface paving will follow.
- Preliminary efforts and mobilization activities continued this week in preparation for the construction of the Jackson Pond Expansion Project. Installation of construction fence and delivery of equipment and materials to the site are in progress. Installation of the new storm sewer main is expected to begin next week.
- This week the contractor has worked on the preparation for the proposed 24” storm sewer on Monterey Avenue north of Highland Avenue as a part of the Monterey Avenue Improvement Project (Washington to Park). This included coring the existing storm sewer for a connection and lowering existing sanitary services that are in conflict with the proposed storm sewer. New fire hydrants have also been installed on the west side of Monterey Avenue north of Highland Avenue. The new water main on Highland Avenue passed required testing this week and the village re-



received an operating permit for the new main from the Illinois EPA. The contractor can now transfer water services onto the new water main. Next week, the contractor plans to make the remaining connection of the new water main at Highland Avenue and Riverside Drive. At the same intersection, the contractor will be preparing the underground utilities to install the beginning portion of the proposed 54” storm sewer.

- 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. Additionally, crews have been out in both street sweepers to be more efficient in leaf removal from the streets.

## 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** Preliminary efforts and mobilization activities continued this week in preparation for the construction of the Jackson Pond Expansion Project. Installation of construction fence and delivery of equipment and materials to the site are in progress. Installation of the new storm sewer main is expected to begin next week. Staff has also held a pre-construction meeting 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 has also received an approved water construction permit from the Illinois EPA. 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 staff reviews and approves the draft bidding documents. The project is expected to go to construction in spring of 2023.

**Monterey** This week the contractor has worked on the preparation for the proposed 24” storm sewer on Monterey Avenue north of Highland Avenue. This included coring the existing storm sewer for a connection and lowering existing sanitary services that are in conflict with the proposed storm sewer. New fire hydrants have also been installed on the west side of Monterey Avenue north of Highland Avenue. The new water main on Highland Avenue passed required testing this week and the village received an operating permit for the new main from the Illinois EPA. The contractor can now transfer water services onto the new water main. Next week, the contractor plans to make the remaining connection of the new water main at Highland Avenue and Riverside Drive. At the same intersection, the contractor will be preparing the underground utilities to install the beginning portion of the proposed 54” storm sewer.

**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. Completion of pavement patching and paving of a preliminary layer of asphalt, or “leveling binder”, took place this week. 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 11/11/22	Month to Date
<b>Overall</b>		
Service requests	112	152
<b>Streets</b>		
Pothole patching	0	0
Tree trimming	2	2
Tree removal	2	4
Tree limb pickup	13	15
<b>Utilities</b>		
JULIE locates	60	131
Sewer services televised	2	2
Inlets / Catch Basins cleaned	0	0
Water shutoffs performed	0	15
Water meter repair/replacement		
¾"	14	23
1"	0	0
Large meters installed	3	6
Water valves exercised	13	22
Sewer televised (feet)	0 feet	3670 feet

# Parks and Recreation

Parks, Recreation and Fleet Services Director Greg Gola

November 11, 2022

## Administration

- Staff attended and supported NEDSRA's "Reach for the Stars" event on Nov. 9
- Staff met with Williams Architects and WB Olson on November 10<sup>th</sup> to discuss continued plans for the new Rec Center at Lions Park.
- Staff attended the Park and Rec commission meeting November 8<sup>th</sup>.

## Parks, Buildings & Ground Division

- Staff work/repairs continue with sport field improvements, landscaping, mowing, routine maintenance, plumbing repairs, electrical repairs, inspections, and daily/weekly disinfecting cleanings and organizing of equipment, vehicles, and facilities
- Staff winterizing parks which includes shutting down irrigation lines and drinking fountains
- Additional and more specific information available upon request.

## Recreation Division

### Senior Program Updates

- Recent programs: bus trip to the BAPS Hindu Mandir (temple) in Bartlett had 6 participants; the 11/3 Let's Do Lunch Car-yout had 20 participants.

### Special Events

- Upcoming Holiday Family Events
  - Holiday Train Ride
    - Saturday, December 3 – date confirmed by Metra
    - 105 participants registered as of 11/8 (87 in 2021)
  - Pictures with Santa Paws
    - Wednesday, December 7 from 4:30-5:30 pm, held at the Depot at Cortesi Veterans Memorial Park
    - 7 participants registered as of 11/8 (7 in 2021)
  - Visit with Santa
    - Saturday, December 17 from 10-12 pm
    - 19 participants registered as of 11/8 (10 in 2021)

### Athletics/Aquatics/Fitness

- Fall Soccer ended on Saturday, October 29. Participation medals and pictures were distributed to participants.
- Rec staff secured the COD swim pool for Lifeguard class scheduled for April/May 2023.
- Staff is advertising for a new fitness instructor
- There are 118 registered in our **NEW Conquer the Court 3v3 Basketball League** that begins on Saturday, November 5. There were 89 registered at this same time in 2021 for winter basketball
  - The Volunteer Coach Meeting was on Saturday, November 5 at Willowbrook High School Fieldhouse from 10:15-11:15am.
  - We hosted nearly 200 parents and players for our first 3v3 Basketball Open House to meet the coach on Saturday, November 5 at Willowbrook High School from 11:15am-12:15pm.

### Support Staff and Misc. Updates

- Assisted customers, process program registrations, building rental requests, and billing for installment payments. Worked on marketing, promotional items and updated the building schedules. 2023 Winter/Spring Program Brochure first draft ed-its were sent to the designer November 9. Additional information available upon request.

## Fleet Services Division

- Maintenance and repair work was performed on 13 vehicles, with eleven of those being break downs.
- A breakdown of repairs or maintenance is available upon request.