



ADMINISTRATION DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees
FROM: Scott Koeppel, Village Administrator
Alison Murphy, Assistant to the Village Administrator/Village Clerk
DATE: September 29, 2023

The following is a short summary of current projects the Administration Department is working on that have an update since the last report.

Meetings with Crown or about Crown remain the focus of Administration. Staff hopes to receive formal applications from Crown in the fall.

Solar – Staff is investigating the cost to decommission and scrap a solar field. We are also investigating the environmental impact of panel disposal. Staff began reviewing an agreement with General Energy.

Coffee with Konen - Staff attended Coffee with Konen and had the opportunity to discuss several topics with the public including the Crown project.

Public Relations – Staff and President Konen had a kick-off meeting with Krantz Strategies.

Elburn – Staff met with Elburn to discuss a boundary agreement and other topics that affect both Villages.

State of the College – Staff attended the Annual Waubensee State of the College.

TIF Conference – Administrator Koeppel attended a one-day TIF Conference in Chicago. Topics included Communications Strategies, Code Enforcement as an Economic Development Tool, Redevelopment Agreement Best Practices, and Identifying TIF Eligible Costs.

Social Media – Ten Facebook posts were published in the past two weeks including Ethics Commission Meeting Notices, Village Board Agenda Plan Commission Meeting Agenda, Police Commission Meeting Canceled, Lost Dog Posts, Coffee with Konen Reminder, Kane County IDOT link regarding Granart Road Closing for Repairs. Over 17,200 people were reached with a post regarding Granart Road Closure for LIV Golf Event.

Village YouTube Channel – The audio recording of the September 19th Village Board Meeting was uploaded to the site.

FOIA Requests – The Clerk's Office continues to handle numerous large FOIA requests. Most of the voluminous requests are regarding the Sugar Grove, LLC development.

Ethics Commission – The Village Clerk continues to work with the Village Attorney to prepare for and hold the final Ethics Commission meeting on October 3, 2023, prior to the VB meeting.



FINANCE DEPARTMENT STAFF REPORT

TO: Village President & Board of Trustees
FROM: Matt Anastasia, Finance Director
DATE: September 29, 2023

The following is a summary of items the Finance Department is working on:

Tasks/Updates:

- **FSA/HSA Administrator Transition.** With the change in Broker's, the Village needed to find a new administrator for our HSA/FSA plans. The Village has engaged Diversified Benefit Services for FSA/HSA Administration and COBRA Administration. This has been effective since 10/1.
- **Benefits Broker Transition.** We have been moving through the implementation of Gallagher Benefits for the Broker. They will be helping create our Employee Open Enrollment Guides. Blue Cross Blue Shield has not updated the Broker of Record yet, but renewals are not out for the 2024 Calendar year.
- **AP ACH Vendor Program.** Staff have sent out ACH Vendor information sheets with the past AP check runs. We have started to receive a significant amount back and will start to implement an ACH Vendor Payment program. Staff hopes to have it fully implemented by the end of 2023.
- **FY2023 Annual Treasurer Report.** The FY2023 Annual Treasurer Report has been completed. It will be published in the Daily Herald on October 3rd and has been sent for filing with Kane County.

Meetings:

- **MetroWest COG Meeting.** I attended the Metro West event at Top Golf with other staff members and Board members. It was a great networking event with a significant amount of other surrounding municipalities and organizations.
- **IMRF Web Training.** I attended a required IMRF Web Training for their new website and portal. All IMRF web users are required to attend.
- **IMTA Treasurer Luncheon.** I hosted the bi-monthly Treasurer Luncheon at Burnt Barrel in September. There was a good amount of positive feedback about the restaurant and food! They want to come back on their own.

- **Residential/Commercial Impact Meeting.** President Konen, Administrator Koeppel and I met about the on-going discussions we have regarding residential and commercial building permit and impact fees. This is anticipation of discussions that will be coming during the 6-month update and budget workshops in the coming months.
- **Coffee with Konen.** I attended the Coffee with Konen on September 25th with the focus on Finances and TIF.
- **2024 AFLAC Renewal.** Attended a meeting with Russ Nowak regarding our 2024 AFLAC renewals and open enrollment. There were some additional increases to the benefits of the plans, but this did not increase the cost to the employees.

Conferences/Trainings/Seminars:

IGFOA Annual Conference, September 17-19, 2023, *Peoria, IL*

I attended the 2023 Annual IGFOA Conference in Peoria. The main focuses of the conference were all of the new GASB updates, AI/ChatGPT, and there was a session regarding preparedness for emergency – presented by the City Manager of Highland Park.



COMMUNITY DEVELOPMENT DEPARTMENT

ACTIVITY REPORT

OCTOBER 2023

To: President Konen and the Board of Trustees
From: Walter Magdziarz, Community Development Director

Since our last report, Community Development Department was involved with the following activities:

Activity highlights.

Planning & Zoning

- Prepared agenda material and attended Village Board meeting
- Coordinating application requirements with business considering rezoning
- Ongoing work on code maintenance
- Meeting with local business owner concerning relocation and expansion of business
- Meeting with homebuilder about interest in developing property in Sugar Grove
- Consultation with developer concerning resubdivision of residential property
- Zoning consultation with business considering relocating to Sugar Grove
- Reviewed 3 Special Event Permit applications
- Consultation with audiologist concerning building permit for ventilation equipment by local business
- Coordinating application requirements with developer
- Participated in CPEP application review meeting
- Consultations with Economic Development Director concerning potential locations for interested business
- Attended ILAPA state conference (report attached)

Building

- Ongoing review of new building code
- Monitoring progress at Terramac's yard improvements
- Working on resolution of several contractor issues at Sugar Grove Center Lot 17

Code Enforcement/Property Maintenance

- Made numerous stops for trash and junk in yard
- Removed 11 signs from right-of-ways



Conference / Training Report

DANIELLE MARION, PLANNING AND ZONING ADMINISTRATOR

COMMUNITY DEVELOPMENT DEPARTMENT

On September 11 thru 13, I attended the **2023 APA-IL State Conference** at North Central College in Naperville. I attended multiple sessions each day with topics ranging from e-commerce, housing, aging, transportation, and alternative energy.

Monday's sessions included:

- **Improving Truck Movement Near You;** truck movement can be an issue within municipalities by having large trucks on roads that you may not want them on, such as near schools, in neighborhoods, or roads that are not designed for large trucks. This session discussed dedicated truck routes, complete street design, and identifying opportunities to manage truck-related conflicts.
- **Market Rate Plus: Attainable Missing Middle;** This session focused on new ways to address missing middle housing. One of the projects presented was the 1212 Larkin project in Elgin. I found this to be a very creative way to address missing middle housing. *"Missing Middle" is a range of multi-unit or clustered housing types compatible in scale with single-family homes that help meet the growing demand for walkable urban living. These types provide diverse housing options along a spectrum of affordability, including duplexes, fourplexes, and bungalow courts, to support walkable communities, locally-serving retail, and public transportation options. Missing Middle Housing provides a solution to the mismatch between the available U.S. housing stock and shifting demographics combined with the growing demand for walkability.*
- **The Right to Thrive: Advancing Urban Resilience and Sustainability through Racial Equity;** The presenter of this session discussed obstacles she has overcome and the projects she has worked on to improve racial equity.
- **Emerging Trends in e-Commerce and How They May Impact Your Community;** this session covered the different trends in e-Commerce to include drones, delivery robots, green trucks and freight delivery using public transportation. Since the pandemic online shopping and deliveries have increased exponentially and are likely to continue to grow, this changing the "typical" operations of brick-and-mortar stores giving them a greater focus on this new trend.

Tuesday's sessions included:

- **Navigating Renewable Energy for Host Communities in the post CEJA/IRA World;** this session discussed best practices for different forms of renewable energy development and model ordinances to adapt best practices to local priorities.
- **Electrify your communities! Learn all about Public EV Chargers;** this session discussed Cook Counties electric vehicle charging program. They are targeting installations in underserved portions of suburban Cook County and doing a lot of the installations in existing streetlights. This session provided many useful ideas for the Village as we explore ways to implement this technology.

- **Top 10 Things about Building Codes That Every Planner Should Know;** this session discussed the importance of collaborating with your building inspector and how one word may have different meanings in the building code vs the zoning code. This session confirmed that our Community Development Department is well ahead of the pack in this regard.
- **Micro-Units;** this session took a closer look at the Vantage Micro Units building. This is a market-rate residential building that was built in Naperville in 2020. The session discussed the challenges in getting this development approved along with the success this building has had with leasing.

Wednesday's sessions included:

- **Aging in a Changing Region: Incorporating Aging-in Community into Your Municipal Planning;** this session discussed how communities are beginning to plan for the age shift that is happening creating a larger population of older residents within communities. The discussion included the "Aging in a Changing Region" program, which was launched by the Metropolitan Mayors Caucus to help communities complete a study and come up with a plan to incorporate future planning that assists with the communities aging population. The key areas of concern that are looked at are available housing that meets the needs of the older population, mobility (are there services to help elderly get around), and community places. "Aging-in-Community" focuses on a broader range looking at the entire community and its accessibility and services for the older population where "aging-in-place" focuses strictly on the mobility in one's own home.
- **Local and Regional Sustainability Plans: Current and Future Considerations for Planning Professionals;** this session gave an overview of sustainability and climate action plans being considered and implemented at the municipal and regional levels.
- **Assessing Your Housing Needs;** this session discussed ways to assess your community's housing needs and why it is important to do so rather than relying on the trend of homebuilders.
- **Zoning for Culture Wars;** this session discussed how planning can assist in diversity, opportunity, and choice in our communities.
- **Changing Housing Needs: Demand-Side Housing Trends;** This session discussed the changing housing preferences and how it is important to understand the housing trends to help address the community's needs. Living patterns are changing, therefore housing preferences are changing. More and more homes are becoming multi-generational as more young adults are living with their parents longer and unmarried people are now less likely to live alone and are more likely to live with roommates than in the past. A lot of these patterns have to do with the fact that homeownership is becoming less accessible as debt levels, high prices and rising interest rates create barriers to buying. The current inventory and zoning regulations in many municipalities do not accommodate these trends.

Several of the sessions I attended touched on topics that were called to the Villages attention during the process of updating the comprehensive plan, mainly the need for more housing diversity. Another key topic that is an issue in the Village is an aging community. The Village should think about preparing to incorporate ways to assist our aging population in our planning decisions.



POLICE DEPARTMENT STAFF REPORT

TO: PRESIDENT & BOARD OF TRUSTEES
FROM: PAT ROLLINS, CHIEF OF POLICE
DATE: SEPTEMBER 29, 2023

Significant Police Events

- Provided public safety services at the LIV Golf Event 9/18/23-9/22/23.

Conferences / Training / Seminars

- Police Law Institute monthly computerized training for September covered the following topics: decisions handed down by the U.S. Supreme Court during 2023 effecting law enforcement officers.
- Monthly Defensive Tactics Training for September covered defensive counterstrikes.
- Sgt. Kurzawa and Records Clerk Pat Smart continue to work on NIBRS compliance and are evaluating our program from the bottom up.
- Officer Lugay completed the Field Training Program and is currently working on his own out on patrol.
- September 27, Records Clerk's Nielsen and Smart, along with Administrative Officer Hanold attended an on-line training session covering redactions and FOIA.

Administrative

- SGPD provided a presence all week long around Rich Harvest Farms for the various functions and known daily agenda activities.
- Correct Electric finished installing security cameras at the police department on September 19.
- Administrative Officer Hanold virtually participated in a Frontline User group monthly meeting on September 20.
- Administrative Officer Hanold represented the police department at the village-wide safety committee meeting on Thursday, September 21.
- Sgt. Kurzawa attended our insurance carrier, IRMA's Police Chief's Steering Committee meeting followed by a presentation on Police Pursuits that was hosted at a location in Hinsdale.

- Chief Rollins participated in the Department Head staff meeting on September 27 held at the Village Executive office.
- Chief Rollins attended a Statewide Intelligence virtual meeting on September 28, 2023.

Directed Patrols and Crime Prevention Activity

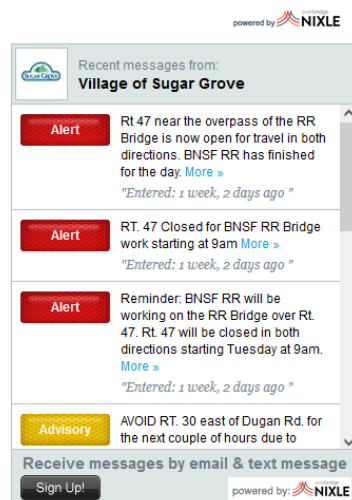
- Officers continue to drive through all neighborhoods during the overnight hours alerting residents that have open overhead garage doors. They are contacting residents to secure their garage.
- Speed Trailer –deployed on Granart Rd. near Duffy Ln.



Emergency Preparedness:

- Nixle Community Messages sent out:

➤ None sent.



- Emergency Warning Sirens monthly and weekly testing continues. They are functioning properly as of September 25, the last weekly test.

Upcoming Activities:

- Kaneland Homecoming Parade- October 4, 2023



Public Works Staff Report

TO: Village President and Board of Trustees
FROM: Brad Merkel, Public Works Director
DATE: September 29, 2023

The following is a short summary of current projects that the Public Works Department is addressing:

Meetings:

On September 18, 2023, I attended the phase 2 kick-off meeting for the John Shields Elementary School Sidewalk Project. This project is scheduled for a 2024 letting.

On September 21, 2023, Chris Lemke and Bryan Beach attended the Village Safety Meeting.

On September 26, 2023, I attended the NWPAC meeting.

Annual Road Program:

This project is complete except for minor punch list items.

Central Fays Lane and Creek Crossing Water Main Replacement Project:

This project is complete except for minor punch list items and landscaping.

LED Street Light Conversion Project:

This project is complete.

Metronet Expansion:

Metronet has started the expansion of their infrastructure to include services to Hannaford Farms and Stafford Woods.

Norris Road Resurfacing Project:

The concrete repairs are done, milling operations and resurfacing should start within the next few weeks.

Public Works Field Operations:

Staff completed a total of 183 JULIE tickets since the last staff report.

Staff cleaned 36 storm sewer catch basins in Windsor Point.

Staff repaired 2 catch basins and 1 sink hole.

Staff cleaned and inspected 4 culverts on South Main St.

Public Works staff assisted with traffic control set-up at the LIV Golf Event.



ECONOMIC DEVELOPMENT DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees

FROM: Michael Cassa, Economic Development Director

Date: September 29, 2023

Summary of Attraction/Retention Projects and Prospects

95 Park- follow up with potential day care tenant for the former Chesterbrook building.

AIM Physical Therapy- follow up on potential sites for larger lease space for AIM.

BEI- met with broker representing the BEI property on September 21.

By Design- met with company considering building a facility on Heartland Drive on September 29.

Commercial Property Enhancement Program- the CPEP team met on September 27 to review the grant application submitted by Rocky's Dojo.

Data Centers- scheduled meetings with two data center developers for October 3.

Heartland Business Center- met with a business on September 21 that is considering relocating from St. Charles and building a new facility on Heartland Drive.

Marketing and Outreach:

Aurora Area CVB- attended the board meeting and the annual meeting of the AACVB on September 27.

Chicago Healthcare Summit- attended the annual event that was held on September 26 in Chicago.

DICE Midwest- attended the annual Midwest data center conference that was held on September 20 in Chicago.

International Council of Shopping Centers- staff is continuing preparation for the Sugar Grove exhibit at the ICSC Chicago show on October 10, 2023, at the Chicago Hilton.

International Economic Development Council- attended the IEDC annual conference in Dallas, Texas.

Valley Industrial Association- attended the VIA annual meeting on September 27 in Wheaton.

Waubonsee Community College- attended the Investiture ceremony for WCC President Dr. Brian Kentl on September 21.