



## ADMINISTRATION DEPARTMENT STAFF REPORT

**TO:** Village President and Board of Trustees  
**FROM:** Scott Koeppel, Village Administrator  
Tracey Conti, Village Clerk  
**DATE:** September 17, 2024

---

The following is a summary of current projects the Administration Department is working on that has been updated since the last report.

**Sugar Grove LLC** – Following approval of the Grove, staff is finalizing all the documents to include the amendments from special meeting on September 10.

**PD remodel** – Administration and Police staff are working on next steps.

**Community Development** – Staff participated in the second round of interviews with the Community Development Director. An offer should be extended the week of the 16<sup>th</sup>.

**Part-Time Deputy Clerk** – Staff began interviewing candidates.

**Social Media** – Staff is updating the social media policy that was discussed with the board this past summer with recommendations from the Village's liability insurance provider.

**Development** – Staff is working with multiple developers on potential sites in the Village.

**FOIA Requests**—Administration and Finance continue to handle numerous large FOIA requests. Most of the voluminous requests concern the Sugar Grove, LLC development.

**PAC** – Administration staff is working with the Attorney General's Public Access Counselor because of FOIA and OMA review requests.



## FINANCE DEPARTMENT STAFF REPORT

**TO:** Village President & Board of Trustees  
**FROM:** Matt Anastasia, Finance Director  
**DATE:** September 9, 2024

---

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

### Tasks/Updates:

- **Electrical Aggregation – Residential.** The Village has continued to go out to bid for our residential electrical aggregation program. The Village has not been able to get a better pricing from 3<sup>rd</sup> party suppliers over ComEd since 2018. This year was no different. The Village has renewed our Green Energy electrical aggregation program through MC Squared for 1-year. The Civic Contribution for the year has increased from \$600/mo. to \$833/mo. for the next contract term of December 2024 – December 2025.
- **Village Copier Service RFP.** The new copiers have been ordered and will be installed this month removing the old equipment.

### Meetings:

- **Road Program.** PW Director Merkel, Village Engineer Schiber and I met with Chriss Ott at EEI to begin the discussions regarding the 2025 Road Program. In addition, we have begun discussions on updating the Village 5-year Road Program guide to be presented to the Board this year with the Road Program suggestions.

### Conferences/Trainings/Seminars:

**Illinois Government Finance Officers Association Annual Conference, September 8-11, 2024, Springfield, IL**

Brett Feltes, Accounting Manager, and I attended the IGFOA Annual Conference in Springfield. With dual session running concurrently at the Conference, having two individuals from the Village attending allowed us to attend each session and hear all presentations, rather than having to choose. The topics of note were Capital Projects, AI in Finance, Workforce Revolution: Recruit. Retain. Develop, Attracting and Maintaining Talent, GASB Updates, and Public Investments.

**Accounts Receivable through August 31, 2024:**

	<b><u>As of August 31, 2024</u></b>	<b><u>As of August 31, 2023</u></b>
<b>Account Billings:</b>		
<i>Garbage Accounts</i>	3,362	3,326
<i>Water Accounts</i>	4,367	4,332
<i>Sewer Accounts</i>	4,090	4,058
<i>Road Maintenance</i>	3,541	3,508
<i>AutoPay Customers</i>	1,958	1,115
<b>Delinquent Accounts:</b>		
<i>1st Step - Late Bills</i>	605	560
<i>2nd Step - Delinquent Notice Sent</i>	58	42
<i>3rd Step - Tag Notice</i>	22	18
<i>4th Step- Water Shut-Off</i>	2	4
<i>Past Due Notices</i>	301	214
<b>Active Payment Plans:</b>	1	2

<b>Outstanding Accounts Receivable:</b>		
<i>After Hours Turn on Fee</i>	\$-	\$-
<i>Construction Charge</i>	2.50	(85.00)
<i>Copper &amp; Lead Sampling</i>	(50.00)	(20.00)
<i>Discount</i>	-	(11.00)
<i>Garbage</i>	5,854.76	4,013.93
<i>Hydrant Fees</i>	1,500.00	264.05
<i>Lien Fees</i>	-	-
<i>NSF Fee</i>	-	-
<i>Road Maintenance Fee</i>	1,516.62	1,433.20
<i>Sewer Maintenance</i>	4,577.38	5,054.38
<i>Sewer Usage</i>	9,094.50	11,030.63
<i>Shut-Off Fee</i>	35.00	35.00
<i>Tag Fee</i>	105.00	109.94
<i>Water Maintenance</i>	5,329.26	6,533.18
<i>Water Usage</i>	(7,257.98)	(8,359.74)
<b><u>Total Accounts Receivable</u></b>	<b><u>\$20,757.04</u></b>	<b><u>\$19,998.57</u></b>



## Community Development Staff Report

TO: Village President and Board of Trustees  
FROM: Danielle Marion, Community Development Director  
DATE: September 12, 2024

---

The following is a short summary of current projects that the Community Development Department is addressing:

### **Meetings:**

I attended several meetings with fellow staff discussing Settlers Ridge Areas 5 & 6.

On August 26<sup>th</sup> I attended a meeting with CMAP.

On August 26<sup>th</sup> I attended a meeting concerning the Silverthorne Development.

On August 27<sup>th</sup> I attended a meeting with Lennar.

On August 29<sup>th</sup> I attended a meeting to discuss Silverthorne.

On September 5<sup>th</sup> I attended a meeting to discuss a potential development.

### **Planning & Zoning:**

Prepared agenda material and attended Village Board meetings.

Prepare agenda material for the Plan Commission meeting.

Performed multiple plan reviews.

Working on text amendments.

Working through Silverthorn submittal.

Working through Settler's Ridge Areas 5 & 6 submittal.

Finished interviews for the Planning and Zoning Administrator position.

### **Building:**

Completed multiple plan reviews and building inspections.

Issued multiple permits.

Attended a zoom court hearing.

Met to discuss contractor issues.

**Property Maintenance/Code Enforcement:**

Addressing mowing/weed violations.

Addressing illegal signs.

Addressing vehicle ruts/vehicles and campers parked on the lawn.

Addressing parking lot conditions throughout the Village.

Addressing yard waste bags left in parkway.

Addressing campers parked illegally.



## **POLICE DEPARTMENT STAFF REPORT**

**TO:** PRESIDENT & BOARD OF TRUSTEES  
**FROM:** PAT ROLLINS, CHIEF OF POLICE  
**DATE:** September 12, 2024

### **Notable Police Events**

- Ceremonial Swearing in of Officer Jeff Koller with cake and coffee, Tuesday, September 17 starting at 5pm in the Board Room.

### **Conferences / Training / Seminars**

- Police Law Institute monthly computerized training for September examines decisions handed down by the U.S. Supreme Court during their recently concluded term with the impact they may have on law enforcement.
- Monthly Defensive Tactics Training for September covers escort position and joint lock control.

### **Administrative**

- Chief Rollins along with all other Department Heads and Village Administrator participated in the Village's Attorney virtual meeting on August 19, 2024
- Chief Rollins attended the quarterly Kane County Emergency Management Council on August 20, 2024.
- Chief Rollins along with all other Department Heads and Village Administrator participated in the weekly Department Head meeting on August 21, 2024.
- August 21, Chief Rollins along with Public Works participated in the virtual pre-construction meeting hosted by IDOT regarding the Main Street upcoming project expected to occur this fall.
- August 27, 2024 Chief Rollins attended a First Responders Roundtable hosted by local State Representatives and Senator hosted at the Elgin Community College, Center for Emergency Services in Burlington.
- Chief Rollins along with all other Department Heads and Village Administrator participated in the Village's Senior Staff meeting on August 28, 2024.
- August 29, Chief Rollins attended a Drone Forum hosted by the Elgin Police Department in Elgin.
- Offices assisted with providing security at the Board meetings on various dates.
- Chief Rollins along with all other Department Heads and Village Administrator participated in the weekly Department Head meeting on September 4, 2024.

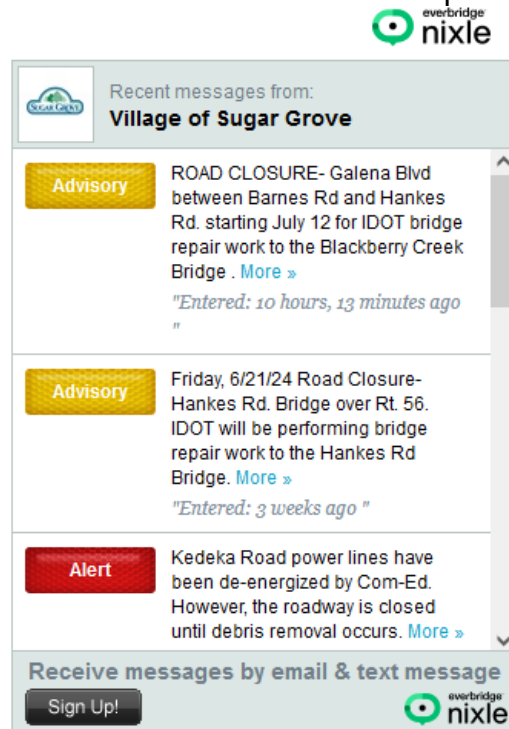
- Chief Rollins along with all other Department Heads and Village Administrator participated in the Village's Attorney virtual meeting on September 9, 2024.
- Chief Rollins along with all other Department Heads and Village Administrator participated in the weekly Department Head meeting on September 11, 2024.
- Administrative Officer Hanold oversaw the monthly Village's Administrative Hearing procedure on September 11, 2024.

### **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.

### **Emergency Preparedness:**

- No messages were sent out since the last staff report.



- Emergency Warning Sirens monthly and weekly testing continues. They are functioning properly as of September 9, the last weekly test.

### **Upcoming Activities:**

- No Tricks Just Treats on Saturday October 26<sup>th</sup>.



## Public Works Staff Report

TO: Village President and Board of Trustees  
FROM: Brad Merkel, Public Works Director  
DATE: September 5, 2024

---

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

### **Meetings:**

On August 20, 2024, Bryan Beach attended the IRMA Public Works Steering Committee Meeting

On August 21, 2024, I attended the Pre-Construction meeting for the Main St resurfacing project. D-Construction is planning to start the project towards the end of September.

On August 22, 2024, I attended the Public Works Safety Meeting.

On August 23, 2024, I attended the last Food Truck Friday event for the year.

On September 5, 2024, Chris Lemke and Tim Goodlet attended the quarterly Fox Metro Meeting.

On September 5, 2024, I attended a project meeting for the Dolan Property, existing utilities and easements were discussed.

### **Public Works Projects:**

#### **The Black Berry Creek Pedestrian Bridge:**

Submittals are being completed; the controlling part of the project is the actual Bridge Structure fabrication which is currently estimated at 9 months. Based on that information the project will likely be completed in 2025.



**John Shields Elementary School Sidewalk Project:**

The landscaping has been completed, only a few punch list items remain.

**2024 Road Program:**

The landscaping has been completed, only a few punch list items remain.

**Fire Hydrant Repainting Project:**

This project is complete.

**Well 10 Solar Project:**

The contractor began construction on August 5, 2024, to date the PV construction and the solar panels are installed. The project should be online by the end of September.

**Public Works Field Operations:**

Staff completed a total of 119 JULIE tickets.

Staff completed monthly shut offs to delinquent utility accounts.

Staff removed 2 trees and ground 36 stumps throughout the Village.

Staff repaired 2 fire hydrants.

Staff safety laned several trucks and trailers.

Staff replaced 2 valves within the Well 10 WTP.

Staff restored several previous water leak locations.

Staff collected monthly water samples as required by the IEPA.

Staff assisted with the Food Truck Friday Set-up and Clean-up.



## **ECONOMIC DEVELOPMENT DEPARTMENT STAFF REPORT**

TO: Village President and Board of Trustees

FROM: Michael Cassa, Economic Development Director

Date: September 12, 2024

### **Summary of Attraction/Retention Projects and Prospects:**

214 S. Main Street- the owner of this commercial property has submitted a Commercial Property Enhancement Program grant application.

GMX Real Estate has submitted plans for a building permit for their multi-tenant projects that will include a new full-service Starbucks.

Jones Lang LaSalle- met with JLL officials on September 9 who are developing a concept plan for a local property owner.

Lennar- Facilitated a meeting at EEI on August 27 with officials and consultants representing Lennar. The Village President, Village Administrator, and several Village staff were at the meeting. Lennar is the largest home builder in the country. Mr. Cassa has been working with Lennar since June 2023. A concept plan for the development of the Dolan & Murphy property will be presented to the Plan Commission on September 18.

Sugar Grove Center- property owner of the new lease space at Sugar Grove Center has retained Coldwell Banker as their broker.

Terrazon- met with company President to discuss potential locations for new office space. Scheduled site visit for available lease space on Heartland.

### **Marketing and Outreach:**

Aurora Area Convention & Visitors Bureau: attended the AACVB board meeting on August 22, and the strategic planning meeting on September 3.

Chicago Metropolitan Agency for Planning- Michael Cassa and Danni Marion met with officials from CMAP on August 26 to discuss future grant opportunities and data/research resources.

EDC Brokers Reception- the annual Economic Development Corporation reception will be held on November 6 at Rich Harvest Farms. The Save the Date card was sent to brokers and developers from throughout the Chicago area.

Illinois Economic Development Association- participated in two IEDA events held on September 12 in Chicago: the annual Site Selectors Forum and the annual Consular Corps Reception.

International Council of Shopping Centers- the Village was an exhibitor at the ICSC Midwest show on September 10 at the Hilton Chicago. Follow up has begun with brokers, developers and retail/restaurant corporate real estate managers that met with Michael Cassa at the show.

Sugar Grove Historic Society- met with two board members of the historic society on September 4.