



STAFF REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: SCOTT KOEPPPEL, VILLAGE ADMINISTRATOR

DATE: OCTOBER 21, 2025

The following information outlines the status of current projects, meetings, training, and other activities being handled by the department.

1. **PD remodel** – Staff attended construction meetings with the construction manager and architects.
2. **Finance Director Recruitment** – Staff and President Stillwell decided to extend the recruitment until October 31st. Interviews will continue on a rolling basis.
3. **Kaneland & Essling Litigation** – Staff is working with GWMW on the litigation.
4. **Elburn** – Staff is collaborating with Elburn on a boundary agreement and economic development staffing.
5. **Economic Development** – In the absence of an Economic Development Director the Village Administrator is meeting with potential businesses.
6. **Kaneland Mayor's Meeting** – Staff prepared accomplishments and attended the meeting with President Stillwell.
7. **Meeting Calendar** – Staff prepared the annual meeting calendar for 2026 for Village Board review ahead of OMA requirements.
8. **Social Media** – Staff is collaborating with other agencies to promote community events.
9. **FOIA Requests** – Staff continues to work on various requests.
10. **PAC** – Administration staff is working with the Attorney General's Public Access Counselor because of FOIA and OMA review requests.



STAFF REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: DANIELLE MARION, COMMUNITY DEVELOPMENT DIRECTOR

DATE: OCTOBER 21, 2025

The following information outlines the status of current projects, meetings, training, and other activities being handled by the department.

Meetings:

EEI- I attended the weekly engineering meetings with Staff and EEI.

Brighton Ridge – I met with fellow staff and Brighton Ridge to discuss their project.

Potential Developer – met with fellow staff and a potential developer.

IRMA – attended the IRMA executive safety meeting.

Weekly Development meeting – attended the weekly development meeting with fellow staff.

Tasks/Updates:

Lennar – mass earthwork permit has been issued.

Settlers Ridge Areas 5 & 6 – Work has started. Model home permits issued.

Jiffy Lube – permit issued, work has started. Applied to an amendment to the landscape plan

Code updates – working on several text amendments.

Planning & Zoning:

Prepare agenda material for the Plan Commission meetings.

Performed multiple plan reviews.

Sited zoning violations.

Building:

Completed multiple plan reviews and building inspections.

Issued multiple permits.

Completed building code updates, attorney reviewing.

Property Maintenance/Code Enforcement:

Our Code Enforcement Officer has been out working to get properties cleaned up and grass cut.

Working on signs, basketball hoops, RVs and trailer enforcements.

Finishing up for the year, working on closing out open cases.



STAFF REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: BRAD MERKEL, PUBLIC WORKS DIRECTOR

DATE: OCTOBER 15, 2025

The following information outlines the status of current projects, meetings, training, and other activities being handled by the department.

Meetings:

Attended the IRMA Executive Safety Meeting.

Attended the IEPA Regulatory update meeting.

Public Works Projects:

US 30 & Municipal Drive Pedestrian Crossing. This Project is scheduled to begin the week of October 20, 2025.

Temp Police Station, Public Works, will be installing the fence in the next few weeks.

Wheeler Road Resurfacing Project. This project started on October 7, 2025, and should be completed by the end of October.

Public Works Daily Operations:

Completed Village wide ROW Mowing and Trimming.

Staff repaired 4 streetlights.

Staff trimmed 4 parkway trees.

Staff converted 20 office lights to LED lights in the temp Police Station.

Staff installed 3 window cages at the temp Police Station.

Staff replaced 3 Quite Zone delineators on Gordon Road.

Staff repaired a water main break on Walnut Lane in Prestbury.

Staff repaired a catch basin on Hoyden Court.

Staff completed village wide fire hydrant flushing.

Weekly mowing of Village facilities.

Staff began the annual PM on the snow & ice control fleet.

Staff completed PM, new rear tires and rear brakes on the bucket truck.

Staff jetted storm sewer drains at Hanks & Winthrop New Road.

Staff completed 236 Julie Locates since October 3, 2025.