



ADMINISTRATION DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees
FROM: Alison Murphy, Assistant to the Village Administrator/Village Clerk
DATE: December 16, 2022

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

160 Admin/Finance Relocation – Move in should take place at the beginning of the new year. We are waiting for a few items to be completed including the front window glass.

2023 Consolidated Election Petitions – The first day to file candidate petitions for the April 4, 2023 Consolidated Election was Monday, December 12, 2022. Petitions must be submitted by 5:00 p.m. on Monday, December 19, 2022. A lottery to determine ballot position will be held on December 28, 2022 at 11:00 a.m. in the Board Room.

Social Media – Six Facebook posts were published in the past two weeks including Village Board Agenda, Town Center Meeting agenda, Offices Closed for December 16th, Offices Closed for Christmas Holiday, 3rd Annual Holiday Drawing.

Village YouTube Channel – The audio recording of the December 6th Village Board Meeting was uploaded to the site.



FINANCE DEPARTMENT STAFF REPORT

TO: Village President & Board of Trustees
FROM: Matt Anastasia, Finance Director
DATE: December 16, 2022

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

Tasks/Updates:

- **Tax Year 2022 Levy.** The Tax Year 2022 Levy and Bond Abatements have been filed with Kane County.
- **FY23-24 Budget Process.** Staff has begun the FY23-24 Budget process. The first draft deadline is January 20, 2023. The Board Budget Workshops are scheduled to start with the February 21, 2023 Board meeting.

Meetings:

- **FNBO Commercial Card Program.** I met with Jay Ferris who is our Commercial Credit Card account representative to discuss our program, usage and if we are receiving the best benefits out of our program.
- **FY23-24 Initiatives.** Administration and Finance staff met to discuss our initiative ideas for FY23-24 which will be incorporated into the budget process.
- **Metro West Breakfast - DCEO.** I attended the Metro West breakfast which included a presentation from DCEO on Small Business and Business Grant/Loan Opportunities at the State level.
- **IRMA Board of Directors.** I attended the quarterly IRMA Board of Director's meeting on behalf of the Village. The main item to note, is the approval of returning \$14,250,000 in Investment Income back to the pool. Sugar Grove's portion equates to roughly \$95,209 to be deposited into the Excess Surplus Fund.
- **Sergeant Union Negotiations.** The Sergeant union contract is set to expire April 30, 2023. Chief Rollins and myself worked on negotiation prep prior to his meeting on December 12, 2022. We were successful in negotiations, with the Village and Union coming to an agreement. The contract will be on the December 20, 2022 meeting for ratification by the Village Board.

- **Utility Rate Committee 2022 Meeting.** The 2022 Utility Rate Committee meeting was held, which occurs every 3 years, on December 13, 2022. 4 Prestbury Residents, 1 Village Resident, and 4 Village staff were a part of the Committee. The Committee meeting went well, with the Committee authorizing a recommendation to the Village Board of an up to 1% increase in Utility Rates each year. This does not require Village Board action, as the Board will approve the Utility Rates annually with the Budget as it has in past. For reference, the Committee approved up to 3% annually for the last 3 year period, where the Board approved 0%, -3% and -3% instead.
- **Invoice Cloud.** The entire Finance staff had a demo of Invoice Cloud, which is a payment processing software that integrates with BS&A. This would allow for more information to be sent to residents regarding their bill, electronic payment entering ease, easier payment options, ability to auto-debit a credit card (which cannot be done currently), bill & payment reminders sent out via text and e-mail, plus many other efficiency functionalities. The Staff will be reviewing this demo in comparison to our current provider, Point & Pay, to weigh the pros and cons.

Training:

- **Anti-Harassment Training.** The Village held the annual Anti-Harassment Training which is required for all employees. Two sessions were held one at Village Hall and the other at Public Works.



COMMUNITY DEVELOPMENT DEPARTMENT

ACTIVITY REPORT

DECEMBER 2022

To: President Konen and the Board of Trustees

From: Walter Magdziarz, Community Development Director

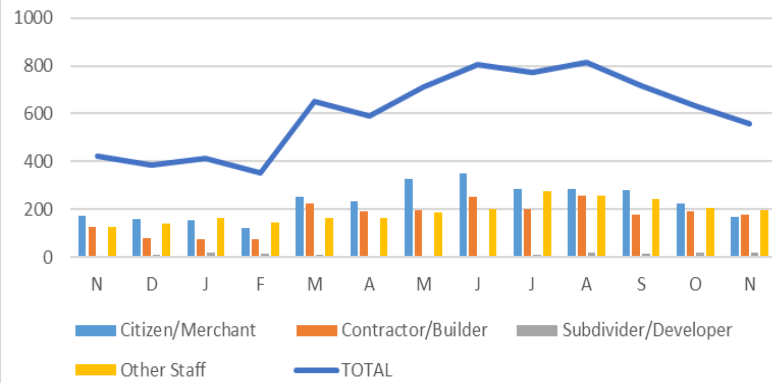
Since our last report, Community Development Department has been involved with the following activities:

- Summary of Permit, Plan Review, Inspection and other activity:**

	2022		2021	
	November	FYTD	November	FYTD
TOTAL PERMITS	30	367	38	446
Residential	5	20	0	3
Commercial	0	1	0	0
All Other Construction	25	346	38	442
CONSTRUCTION VALUE	\$ 1,637,514	\$ 11,740,946	\$ 475,096	\$ 12,434,294
TOTAL NUMBER OF INSPECTIONS	183	1,473	112	1,223
Property Maintenance	4	271	0	285
MOWING ORDERS	0	97	0	76
Signs removed	2	78	1	122
COMPLETION CERTIFICATES ISSUED	3	17	0	11
PLAN REVIEWS	51	583	47	635
Zoning	21	216	9	189
Building	30	367	38	446
COMPLAINTS	8	50	0	46
Verified	7	47	0	44
Corrected	7	47	0	44
REQUESTS FOR INFORMATION	556	5,010	424	4,568
Residents/Merchants	169	1,918	171	1,964
Builder/Contractor	176	1,446	124	1,315
Subdivider/Developer	17	87	4	80
Other Village staff	194	1,559	125	1,209
FOIA Requests	2	19	1	12
Miles Driven	749	7,059	472	6,209

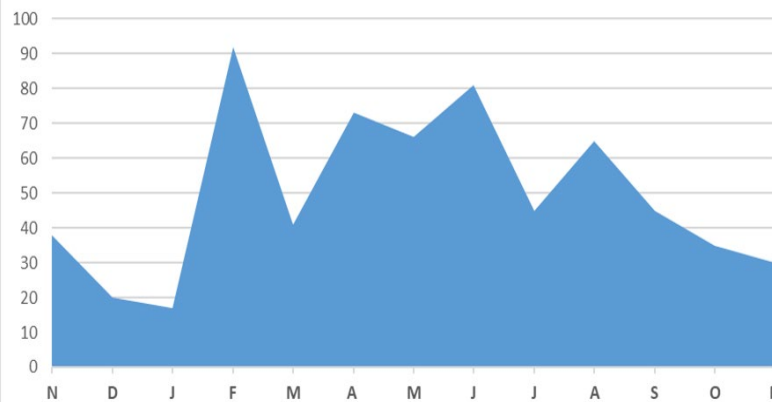
REQUESTS FOR INFORMATION

(November 2021 thru November 2022)



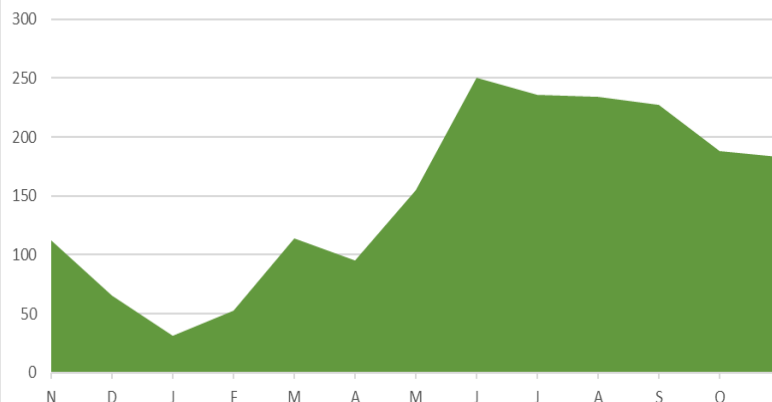
TOTAL PERMITS ISSUED

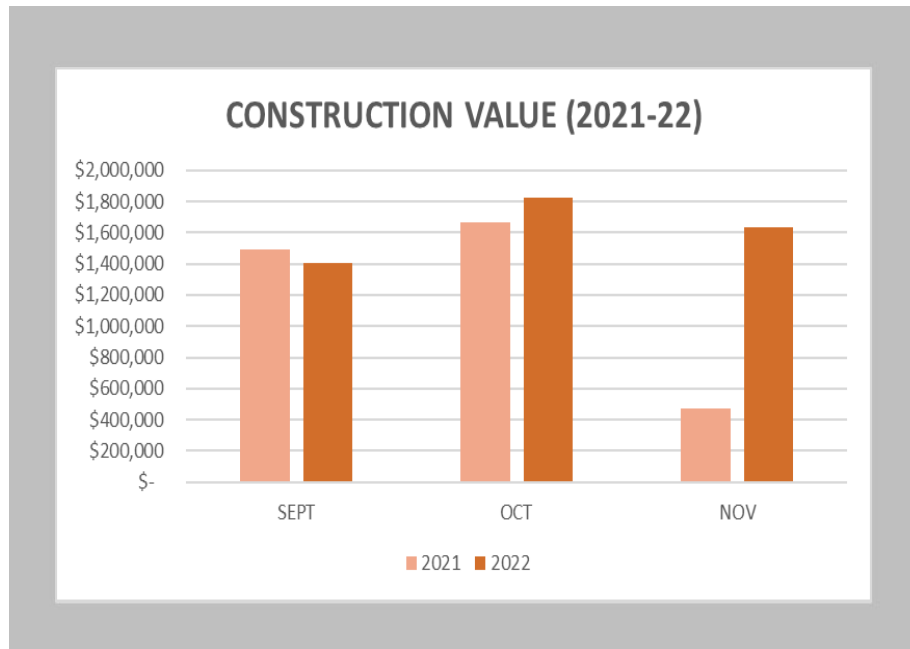
(November 2021 thru November 2022)



NUMBER OF INSPECTIONS

(November 2021 thru November 2022)





Since our last report, Community Development Department staff participated in the annual sexual harassment prevention training program and was involved with the following activities:

Activity highlights.

Planning & Development

- Prepared agenda material and attended Village Board meeting
- Currating final documents for Prairie Grove Commons Annexation Agreement Amendment, TIF benefits agreement, and PUD documents; meetings with developer
- Participated in economic development meeting
- Multiple meetings with business property owner concerning new sign
- Collaborating with property owner on resolution of site planning issues for new building behind Burnt Barrel Social
- Meeting with landowner concerning development opportunities with his property
- Attended meeting with Crown Community Development concerning development issues
- Consulted with business owner about possible PUD amendment application

Building

- Meeting with Ryan Homes concerning requirements for winter concrete pours
- Meeting with homeowner concerning fire restoration permit

Property Maintenance/Code Enforcement

- 6 Main Street has complied with requirements of Special Use Permit and will be asking Hearing Officer to dismiss the case; Village staff will closely monitor the fence and the business operation to assure compliance with the Special Use Permit
- Meeting with business owner concerning repair/repalcement of existing non-conforming sign
- Removed 2 signs from right-of-way



POLICE DEPARTMENT STAFF REPORT

TO: PRESIDENT & BOARD OF TRUSTEES
FROM: PAT ROLLINS, CHIEF OF POLICE
DATE: DECEMBER 16, 2022

Significant Police Events

- None to report

Conferences / Training / Seminars

- Police Law Institute monthly computerized training for December covers the following topics: Stress and Stress Reduction and Management, Post-Traumatic Stress Disorder, Law Enforcement Stress Disorder, and Officer Suicide.
- Officer Casey Kasper is currently in the phase 1 of his training. He is being trained by FTO Thoele on day shift.
- Monthly Defensive Tactics Training for December covers control techniques from joint lock to escort position.
- December 14, sworn officers spent time on the North Aurora indoor range with handgun qualification for secondary carry along with off-duty carry.

Administrative

- December 6, Chief Rollins attended a Police Operations meeting at Tri-Com.
- Chief Rollins participated in a virtual weekly staff meeting with Department Head Members and Alison updating each other on village initiatives and projects on December 7.
- Police Department building layout functionality initiative meeting took place on December 8 with one of the Architect firms with Chief Rollins in attendance.
- December 12, Officer Bruno, Chief Rollins and Village President Konen attended the Sugar Grove Fire Protection District Push-in celebration event of a new fire engine being placed into service.
- Chief Rollins met with the sergeants and IL FOP labor on December 12 regarding contract negotiations. Chief Rollins and Finance Director Anastasia along with the

labor representative and three sergeants negotiated terms for the next 3-year contract. New contract to be ratified by the Village Board and Sergeants.

- Chief Rollins attended an Executive Illinois Chiefs of Police Board meeting in Springfield on December 13.
- Chief Rollins attended the Tri-Com Executive Board meeting on December 14,.
- Chief Rollins participated in a weekly staff meeting with Department Head Members, Alison, and President Konen on December 14 in the Village Board Room, where initiatives and other projects were discussed.
- December 14, Officer Hanold oversaw the multi-jurisdictional administrative hearing that took place in the Village Board Room.
- Chief Rollins on December 15 took part in a meeting with other village department members regarding an on-going initiative with our insurance provider on-site assessment coming up in 2023.
- On December 15, Chief Rollins participated in a virtual State-wide intelligence sharing briefing.
- Officer Hanold and Chief Rollins visited Northlake PD on December 15 regarding implementation of the body worn camera initiative.
- Chief Rollins and Finance Director Anastasi met on December 16 to review proposed contract language for the new sergeant's contract.
- Members of the police department along with all departments participated in the Village Holiday Luncheon gathering on December 16.
- Holiday in the Grove occurred on December 3, 2022



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.

Open Burning:

- No known out of compliance issues for the period.

Emergency Preparedness:

- Nixle Community Messages sent out:
No new messages sent out during this time period.
- Emergency Warning Sirens monthly and weekly testing continues. They are functioning properly as of December 12, the last weekly test.

Upcoming Activities:

- Police Department to occupy the 10 S. Municipal building as Administration and Finance move to their new temporary facility.

Village of Sugar Grove
Public Works Department

MEMORANDUM

December 15, 2022

TO: Village President and Board of Trustees

FROM: Anthony Speciale, Public Works Director

RE: **PUBLIC WORKS DEPARTMENT STAFF REPORT**

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

On December 8, 2022, I attended the Metro West Breakfast Brush Up. The Illinois Department of Commerce and Economic Opportunity discussed grants and the best way to apply for and receive grants that benefit your town.

On December 8, 2022, the Public Works Department attended Harassment Prevention Training at the Public Works Facility.

On December 15, 2022, the Sugar Water Department attended and entered the Kane County Water Association Annual Taste Test Contest, we received 3rd place for the Best Tasting Water in Kane County.

Future Village Hall:

The New Village Hall is nearly complete, the interior security glass has been the most recent delay and is estimated to arrive in the next few weeks. The current plan is to move in the week of January 2nd.

Police Department Fence Project:

The actual fence has been completed, the contractor installed the gates, remote access and brick pier the week of December 5th. We are currently finalizing the security & access portion of the project.

Public Works Field Operations:

Staff completed a total of 78 JULIE tickets since the last report.

Fall Parkway Tree Trimming begin the Week of December 5th, the focus this year is East and West Sides of Town including Chelsea Meadows. Staff is nearly 50% complete with the East Side of Town.

Staff worked with the contractor to replace the pump guide rails in the Windstone Lift station.

	Current FY November - 22	Previous FY November - 21	Current Fiscal YTD
JULIE Tickets	171	162	1604
Total Distribution Pumpage (1,000 gallons)	23MG	23MG	415MG
Max Daily Pumpage	1.2MG	1.2MG	na
Average Daily Pumpage (1,000 gallons)	.750MG	.763MG	na



ECONOMIC DEVELOPMENT DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees

FROM: Michael Cassa, Economic Development Director

Date: December 15, 2022

Summary of Projects/Prospects:

BDM Property- Followed up with the broker representing the property owner

Fireside Grille- met with owner to discuss the Commercial Property Enhancement Program

Old Second Bank Building- follow up with broker and potential restaurant tenant

Prairie Grove Commons- follow up with prospective tenants

Sugar Grove Center- outreach to potential tenants for the center

Business Retention- met with FNBO Branch Manager Lisa Lund on December 14

Marketing and Outreach:

International Council of Shopping Centers (ICSC) - registered for May 2023 Las Vegas Show

ICSC- confirmed that Sugar Grove will be an exhibitor at 2023 Chicago Show on October 19

Metro West Council of Governments- Attended breakfast event on December 8

Rich Harvest Farms- attended the reception on December 12

State of the Village Breakfast- Submitted request to hold breakfast at Waubensee Community College. Three possible dates were submitted as the request is based on availability of the meeting space.

Sugar Grove Fire Protection District- Met with Chief Moran and toured the fire station on December 15

TIF Studies- attending virtual meetings with the TIF consultants on December 20

Town Center Committee- next meeting is on December 19

Township of Sugar Grove- Met with Supervisor Tom Rowe at Township Hall on December 8