



## ADMINISTRATION DEPARTMENT STAFF REPORT

**TO:** Village President and Board of Trustees  
**FROM:** Alison Murphy, Assistant to the Village Administrator/Village Clerk  
**DATE:** January 6, 2023

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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 in the coming weeks. We are waiting for a few items to be completed including the front window glass. Admin continues to work with Public Works staff to finalize arrangements.

**IT Services Contract** – DeKind Computer Consultants have taken over Village IT services.

**Custodial Services Contract** – A contract with Total Facilities Maintenance was approved at the December 20, 2022 Board Meeting. Staff and TFM are finalizing the contract to incorporate changes recommended by the Village Attorney. TFM will begin service the week of January 9<sup>th</sup>.

**Sale of Retention/Detention Pond at Sugar Grove Research Park** – On August 16, 2022, the Village Board approved an ordinance authorizing the sale and publication of Notice of Sale for property including two retention ponds along Waubensee Drive in the Sugar Grove Research Park. The sale of the ponds was put on hold to allow staff time to better understand the need for expected road connection geometry. Staff is now prepared to move forward with the sale and will publish notice for bids starting next week as required. Bids will be opened at the February 21, 2022 Village Board meeting.

**2023 Consolidated Election Petitions** – Five nominating petitions for the April 4, 2023 Consolidated Election were submitted. A lottery to determine ballot position was held on December 28, 2022. The last day to certify the ballot is January 26, 2023.

**Liquor License Renewals** – Notices to current liquor license holders will be sent out the week of January 9<sup>th</sup> explaining the changes as a result of the new Village Liquor Control Ordinance passed in December 2022. Staff has extended the renewal period to accommodate questions regarding the new requirements and application.

**Social Media** – Nineteen Facebook posts were published in the past three weeks including Village Board, Plan Commission and Police Commission Agendas, Town Center Meeting Cancellation, Offices Closing Early December 22, Offices Closed for Christmas and New Year Holidays, 3<sup>rd</sup> Annual Holiday Drawing Winners and Finalists, Christmas Tree Pick-up Schedule, 3<sup>rd</sup> Com Plan Community Workshop, Link to Park District for Ice Rink post, RFQ for Norris Road Phase III Engineering, Drive Safe Infographic. Over 2,800 people were reached with the notice of a delay in trash collection due to the Christmas Holiday.

**Village YouTube Channel** – The audio recording of the December 20<sup>th</sup> Village Board Meeting was uploaded to the site.



## FINANCE DEPARTMENT STAFF REPORT

**TO:** Village President & Board of Trustees  
**FROM:** Matt Anastasia, Finance Director  
**DATE:** January 3, 2023

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

### Tasks/Updates:

- **Body-Worn Camera Micro-Grant.** I have completed the December 2022 monthly reporting for the SRT Body-Worn Camera Microgrant, now with the BWC program fully implemented. I have submitted for reimbursement from the grant.
- **IT Consultant Transition.** Staff has been working with DeKind to transition them and get them up to speed with the Village's IT needs and infrastructure.

### Meetings:

- **KnowBe4 Intro.** The Village signed a 3-year contract with KnowBe4, at no cost to the Village. Our insurance provider IRMA covers the cost of KnowBe4, to promote the use of additional training and security. I met with our implementation specialist from KnowBe4 to get our training campaign and programs set up. I will be also meeting with DeKind to discuss what they believe we should use, as they have experience with them.
- **Compensation Plan.** Meetings took place with each Department Head to review each employee individually to determine best placement in the new salary plan. The plan was also reduced from a 3-year plan to a 1-year plan.
- **Invoice Cloud.** Met with representative from Invoice Cloud to go over pricing and received a proposal for the Village. This is discussed during the FY22-23 Mid-Year Budget Project Update.
- **PR Strategy Brainstorm.** Alison and I met to brainstorm ideas for additional PR ideas and ways to coordinate getting information out to the public. Staff will also be meeting internally with a company on potential help achieving this task.

Conferences/Trainings/Seminars: None

**Accounts Receivable through December 31, 2022:**

	<b><u>As of December 31, 2022</u></b>	<b><u>As of December 31, 2021</u></b>
<b>Account Billings:</b>		
<i>Garbage Accounts</i>	3,300	3,281
<i>Water Accounts</i>	4,305	4,289
<i>Sewer Accounts</i>	4,030	4,014
<i>Road Maintenance</i>	3,479	3,463
<i>ACH Customers</i>	1,045	1,018
<b>Delinquent Accounts:</b>		
<i>1st Step - Late Bills</i>	594	695
<i>2nd Step - Delinquent Notice Sent</i>	63	36
<i>3rd Step - Tag Notice</i>	24	16
<i>4th Step- Water Shut-Off</i>	N/A	N/A
<i>Past Due Notices</i>	189	185
<b>Active Payment Plans:</b>	1	6
<b>Outstanding Accounts Receivable:</b>		
<i>After Hours Turn on Fee</i>	\$-	\$75.00
<i>Construction Charge</i>	-	-
<i>Copper &amp; Lead Sampling</i>	(10.00)	(20.00)
<i>Discount</i>	(14.00)	(8.00)
<i>Garbage</i>	4,933.65	5,784.47
<i>Hydrant Fees</i>	27.50	-
<i>Lien Fees</i>	-	-
<i>NSF Fee</i>	35.00	140.00
<i>Road Maintenance Fee</i>	1,851.48	2,189.43
<i>Sewer Maintenance</i>	5,736.47	7,085.88
<i>Sewer Usage</i>	10,160.21	11,195.06
<i>Shut-Off Fee</i>	-	-
<i>Tag Fee</i>	157.96	455.00
<i>Water Maintenance</i>	7,575.34	8,957.76
<i>Water Usage</i>	(11,293.36)	(7,311.55)
<b><u>Total Accounts Receivable</u></b>	<b><u>\$19,160.25</u></b>	<b><u>\$28,543.05</u></b>



## **COMMUNITY DEVELOPMENT DEPARTMENT**

# **ACTIVITY REPORT**

### **JANUARY 2023**

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

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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
- Prepared agenda material and attended Planning Commission meeting
- Working on code maintenance; preparing amendments
- Continue working towards resolution of outstanding issues related to PUD for Burnt Barrel property
- Prepared Official Zoning Map per Statutes
- Recorded Cope easement for Prairie Grove Commons development
- Preparing department budget
- Consultations with CMAP and planning consultant on preparation of Comprehensive Plan
- Attended Kane County Bicycle Transportation Plan stakeholder meeting

##### **Building**

- Responding to remodeling code issues at Burnt Barrel
- Responded to heating complaint at Chelsea Senior Commons
- Working on closing open and inactive files



## **POLICE DEPARTMENT STAFF REPORT**

**TO:** PRESIDENT & BOARD OF TRUSTEES  
**FROM:** PAT ROLLINS, CHIEF OF POLICE  
**DATE:** JANUARY 6, 2023

### **Significant Police Events**

- None to report

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

- Police Law Institute monthly computerized training for December covered the following topics: Stress and Stress Reduction and Management, Post-Traumatic Stress Disorder, Law Enforcement Stress Disorder, and Officer Suicide.
- Officer Casey Kasper is in field training and is completing his training phase on Day Shift. He is scheduled to move to the afternoon shift in the next phase of training starting the 2<sup>nd</sup> week of January.
- Monthly Defensive Tactics Training for December covered subject escort positions and joint lock techniques.

### **Administrative**

- December 21, The Board of Police Commissioners met for their regular scheduled meeting. Newly appointed Commissioner Calabrese was introduced to the other Commissioners.
- Chief Rollins and Officer Hanold on December 28 virtually attended Illinois State Police Director's meeting regarding their reorganization of the State Police Districts.
- 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 28.

### **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.

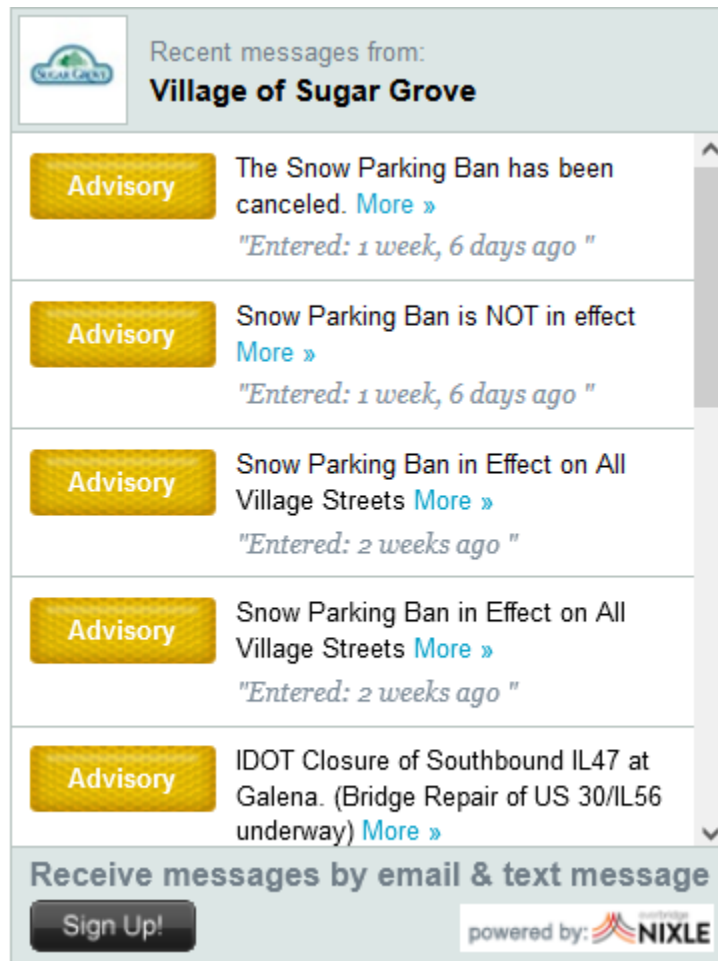
### Open Burning:

- No known out of compliance issues for the period.

### Emergency Preparedness:

- Nixle Community Messages sent out:

On four occasions information on a Snow Parking Ban was sent out.



- Emergency Warning Sirens monthly and weekly testing continues. They are functioning properly as of January 2, 2023, 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**

January 3, 2023

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 22, 2022 I along with other Public Works Staff met with Michele Piotrowski to discuss the Sanitary Sewer Study Progress, EEI will do a presentation at a future Village Board Meeting.

**Future Village Hall:**

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

**Police Department Fence Project:**

We are currently finalizing the security& access portion of the project.

**Public Works Field Operations:**

Staff completed a total of 71 JULIE tickets since the last report.

Fall Parkway Tree Trimming begin the Week of December 5<sup>th</sup>, the focus this year is East and West Sides of Town including Chelsea Meadows. Staff is nearly 60% complete with the East Side of Town.

Public Works staff assisted with the Ice Rink set-up at the Community House.

**SNOW & ICE CONTROL TOTALS:**

Date: Total Snow/Ice Fall: Total Miles Driven: Tons of Salt Used

12/22/2022	2.0" of Snow	508	76
12/23/2022	Sustained Winds	1094	4
12/24/2022	Drifting	83	0
12/26/2022	1" of Snow	527	60.5
<b>Totals</b>	<b>3.0" Snow</b>	<b>2,212 miles</b>	<b>140.5 Tons</b>





## **ECONOMIC DEVELOPMENT DEPARTMENT STAFF REPORT**

TO: Village President and Board of Trustees

FROM: Michael Cassa, Economic Development Director

Date: January 5, 2023

### **Summary of Projects/Prospects:**

Old Second Bank Building- follow up with potential restaurant tenant

Prairie Grove Commons- follow up with prospective tenants

Sugar Grove Center- outreach to potential tenants for the center

Town Center- developing target list of potential restaurants and retail tenants

Business Retention- creating priority list for 2023

### **Marketing and Outreach:**

Commercial Property Enhancement Program- continuing follow up with potential grant recipients

Comprehensive Plan- interviewed by the Comprehensive Plan consultant on January 3

Site Database- staff continues to compile information for the database of buildings and properties

State of the Village Breakfast- Event will be held on February 28 at Waubensee Community College

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

Town Center Committee- met with Linda Naab on December 21 to finalize edits to the brochure