



## ADMINISTRATION DEPARTMENT STAFF REPORT

**TO:** Village President and Board of Trustees  
**FROM:** Alison Murphy, Assistant to the Village Administrator/Village Clerk  
**DATE:** February 3, 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.

**Ballot Certification** –The ballot for the April 4, 2023 Consolidated Election was certified on January 20, 2023. Five candidates are on the ballot for three (3) four-year Trustee positions.

**Village Administrator Recruiting Brochure** – Staff worked with President Konen to produce and publish the recruiting brochure for the Village Administrator position. Resumes are being accepted through March 1, 2023.

**Budget** – Staff completed the budget request for the FY 2023-2024 year for the Administration and Boards & Commissions departments. Staff is working with DeKind to complete the request for IT items. Staff also updated the FY 2022-2023 projected budget.

**160 Move Odds & Ends** – Staff is coordinating the procurement of odds and ends as a result of the move to 160 such as business cards, additional furniture, and supplies.

**State of the Village Address** – Staff is working with President Konen and the department heads to put together the State of the Village Address.

**2023-2024 License Applications** – Most applications for liquor, amusement, video gaming, and tobacco licenses have been sent out; the remaining will be sent out on Monday, February 6<sup>th</sup>. The due date is March 1, 2023. Staff is working with applicants to answer any questions regarding the new ordinance.

**Economic Interest Statements** – Staff updated the list of Village personnel that are required to submit an Economic Interest Statement. Kane County will send out information for submittal at the end of March.

**Social Media** – Nine Facebook posts were published in the past three weeks including the Plan Commission Agenda, Police Commission Meeting Canceled, Comp Plan Steering Committee Meeting, State of the Village, Town Center Brochure, Park District link – Ice Rink Back Open. Over 12,000 people were reached with the post regarding the construction of Sugar Grove Center 17.

**Village YouTube Channel** – The audio recording of the January 17<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:** February 3, 2023

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

### Tasks/Updates:

- **FY23-24 Budget.** First draft of the Budget has been completed and final review is substantially complete. The first Village Board Budget Workshop is scheduled for the February 21, 2023 Board meeting.
- **Village Administrator Job Posting.** The Village Administrator position was posted on January 27<sup>th</sup> to the Village website, ICMA Organization and ILCMA Organization websites. Applications are to be received until March 1, 2023.

### Meetings:

- **Treasurer Luncheon & Discussion.** I attended my every other month Treasurer Luncheon & Discussion group. This one was held in Elburn. This group meets to discuss topics affecting local governments, or their organization specific. It is a very informative thinktank.
- **Police Pension Board Meeting.** I attended the Police Pension Board meeting held on January 20, 2023. The only item of significance was the Cyber Security Insurance quote, where there were some items the underwriter wanted to see corrected from the Village, prior to giving a quote. DeKind has those items and are addressing them currently.
- **IMRF Authorized Agent Webinar.** I attended my annual Authorized Agent workshops for IMRF. It is a required workshop annually for the designated Authorized Agent of each organization.
- **Internal PR Meeting.** An internal PR staff meeting has been established weekly consisting of President Konen, Alison Murphy and myself. These meetings are to go over the upcoming events, PR posts, Social Media, etc.

- **Deepcoat TIF Request.** Staff internally met to discuss a TIF request from Deepcoat. There is still review happening, with no information at the moment to present to the Board.
- **Executive Safety Committee.** Department Heads and Staff held our quarterly IRMA Executive Safety Committee meeting. These meetings are held to help our ratings with IRMA, but also, we discuss any safety needs, trainings for staff, or accidents which occurred within the quarter. It helps address issues in a timely fashion.
- **FY22-23 & FY23-24 IT Needs and Budget.** Alison and myself met with Nick Thommes from DeKind to discuss the immediate FY22-23 IT needs, which are being presented at the February 7, 2023 Board meeting for approval. We also discussed the FY23-24 budget, which will be incorporated in the draft for the Budget Workshop #1 at the February 21<sup>st</sup> meeting.
- **FY23-24 Departmental Budget Meetings.** President Konen and myself have met with each Department Head to go over their budget request for FY23-24. These meetings have given President Konen a more in-depth look into the process to develop the budget annually.

**Conferences/Trainings/Seminars:** None

**Accounts Receivable through January 31, 2023:**

	<b><u>As of January 31, 2023</u></b>	<b><u>As of January 31, 2022</u></b>
<b>Account Billings:</b>		
<i>Garbage Accounts</i>	3,308	3,297
<i>Water Accounts</i>	4,316	4,301
<i>Sewer Accounts</i>	4,011	4,026
<i>Road Maintenance</i>	3,479	3,474
<i>ACH Customers</i>	1,061	1,018
<b>Delinquent Accounts:</b>		
<i>1st Step - Late Bills</i>	722	609
<i>2nd Step - Delinquent Notice Sent</i>	44	36
<i>3rd Step - Tag Notice</i>	29	23
<i>4th Step- Water Shut-Off</i>	11	6
<i>Past Due Notices</i>	188	217
<b>Active Payment Plans:</b>	-	6
<b>Outstanding Accounts Receivable:</b>		
<i>After Hours Turn on Fee</i>	\$75.00	\$-
<i>Construction Charge</i>	27.50	25.00
<i>Copper &amp; Lead Sampling</i>	(10.00)	(20.00)
<i>Discount</i>	(14.00)	(10.00)
<i>Garbage</i>	3,482.14	4,734.46
<i>Hydrant Fees</i>	2,991.47	1,915.31
<i>Lien Fees</i>	-	-
<i>NSF Fee</i>	-	35.00
<i>Road Maintenance Fee</i>	1,319.75	1,885.18
<i>Sewer Maintenance</i>	5,342.85	6,305.22
<i>Sewer Usage</i>	8,065.83	9,926.77
<i>Shut-Off Fee</i>	70.00	105.00
<i>Tag Fee</i>	157.11	172.09
<i>Water Maintenance</i>	6,970.06	8,440.31
<i>Water Usage</i>	(11,723.82)	(6,324.99)
<b><u>Total Accounts Receivable</u></b>	<b><u>\$16,753.89</u></b>	<b><u>\$27,189.35</u></b>



## **COMMUNITY DEVELOPMENT DEPARTMENT**

# **ACTIVITY REPORT**

### **FEBRUARY 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
- Completed review of several Prairie Grove Commons lot development plans
- Working on code maintenance; preparing amendments
- Continue working towards resolution of outstanding issues related to PUD for Burnt Barrel property
- Participated in water study progress meetings
- Preparing response to a TIF benefits request for an industrial development
- Attended (remotely) the ILCMA 2023 Economic Forecast
- Met with apartment developer searching for sites in the community
- Participated in VOSG Safety Committee meeting
- Preparing department budget
- Consultations with CMAP and planning consultant on preparation of Comprehensive Plan
- Attended Kane County Bicycle Transportation Plan stakeholder meeting

##### **Building**

- Working on closing open and inactive files
- Numerous consultations with ICC and other agencies concerning solar contractor registration requirements and procedures
- Attended building code training seminar on fire stop construction techniques and inspection processes



## **POLICE DEPARTMENT STAFF REPORT**

**TO:** PRESIDENT & BOARD OF TRUSTEES  
**FROM:** PAT ROLLINS, CHIEF OF POLICE  
**DATE:** FEBRUARY 2, 2023

### **Significant Police Events**

- None to report

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

- Police Law Institute monthly computerized training for January covered the following topics: New Illinois Laws.
- Officer Casey Kasper is in field training and has completed his training phase on Afternoon Shift. He is now training on the Midnight shift as part of his next phase of training.
- Monthly Defensive Tactics Training for January covered pressure point techniques.

### **Administrative**

- Chief Rollins participated in a virtual weekly staff meeting with Department Head Members and Alison updating each other on village initiatives and projects on January 18.
- Thursday, January 19, Chief Rollins participated in the Village's IMAP preparation meeting with Brett Feltes and members of Public Works in the Village Hall Conference Room. Departments are working on the on-site upcoming insurance assessment.
- Chief Rollins attended the quarterly Kane County ETSB Executive Board meeting held at the Batavia Fire Department Headquarters facility.
- Officer Hanold and Chief Rollins participated in a virtual statewide meeting hosted by the Illinois State Police Director regarding their reorganization and re-districting.
- Part-time Record's Clerk Rosi Ferrantino started with the Village on January 24.
- Thursday, January 26, Chief Rollins participated in the Village's IMAP preparation meeting with Brett Feltes and members of Public Works in the new Village

Administrative Offices Conference Room. Departments are working on the on-site upcoming insurance assessment.

### **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 were reported/discovered.

### **Emergency Preparedness:**

- Nixle Community Messages sent out:

No new messages were sent out during this past timeframe.

- Emergency Warning Sirens monthly and weekly testing continues. They are functioning properly as of January 30, 2023, the last weekly test.

### **Upcoming Activities:**

- The Police Department is working to occupy the 10 S. Municipal building as Administration and Finance has now moved to their new temporary facility. IT Contractors are readying the vacant side to make it operational for accessing the police department's network.



## Public Works Staff Report

TO: Village President and Board of Trustees  
FROM: Brad Merkel, Public Works Director  
Date: February 3, 2023

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

On January 19, 2023 President Konen, Director Special and myself attended the Kane Kendall Council of Mayors Transportation Policy Committee Meeting. The agenda included a presentation from CMAP on how they are improving accessibility and ADA compliance in the Chicago Region. Other topics discussed were the FY 23-27 STP-L Program, IDOT and CMAP Updates.

On January 24, 2023 I attended the NWPA TAC Meeting.

On January 26, 2023 I attended the Executive Safety Committee Meeting.

On January 27, 2023 Alison Murphy and myself met with the Village of Elburn, Stu Chapman and various Comcast Representatives to discuss the Comcast franchise agreement.

On February 1, 2023 I met with President Konen and Finance Director Anastasia to review the Public Works FYE 24 Budget.

### **Police Department Fence Project:**

Correct Electric is tentatively scheduled to complete the security & access control portion of the week of February 6, 2023.

### **Annual Preventative Well Testing:**

Layne Christensen is scheduled to conduct the Annual Preventative Maintenance Well Testing the week of February 6, 2023.



### Water System Valve Maintenance Program:

The Village Board awarded a Contract to ME Simpson to perform a multi-year water system valve maintenance program that consists of locating and operating water system valves. ME Simpson started the project on January 25, 2023. To date they have located and operated 154 valves within the east and west sides of town.

### Public Works Field Operations:

Staff completed a total of 72 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 75% complete with the East Side of Town.

### SNOW & ICE CONTROL TOTALS:

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

1/25/2023	1-2" of Snow	806	131.5
1/26/2023	1" of Snow	674	97
1/27/2023	1" of Snow	359	38
1/28/2023	1" of Snow	637	110
1/29/2023	Trace of Ice	178	27
1/30/2023	Trace ¼" Snow	166	21
<b>Totals</b>		<b>2820 miles</b>	<b>424.5 Tons</b>

	Current FY January 23	Previous FY January 22	Current Fiscal YTD
JULIE Tickets	141	138	1886
Total Distribution Pumpage (1,000 gallons)	21MG	22MG	458MG
Max Daily Pumpage	.860MG	1MG	na
Average Daily Pumpage (1,000 gallons)	.680MG	.70M0G	na



## **ECONOMIC DEVELOPMENT DEPARTMENT STAFF REPORT**

TO: Village President and Board of Trustees

FROM: Michael Cassa, Economic Development Director

Date: February 2, 2023

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

Fireside Grille- follow up regarding Commercial Property Owner Enhancement Program application

Hotel Project- meeting with a developer on February 6 that may consider building a hotel in Sugar Grove

Old Second Bank Building- meeting with 3 partners of potential restaurant the week of February 6

Restaurant Tenant- providing site search assistance for a Greek restaurant

Sugar Grove Center- issued press release on tenants for Lot 17

### **Marketing and Outreach:**

Comprehensive Plan- attended Steering Committee meeting on January 31

EEL- participated in meeting on January 26 with EEL on water capacity study for future development

Kiwanis Club of Sugar Grove Township- attended meeting of the club on January 26

Metro West COG Legislative Breakfast- attended event in Geneva on January 20

SB Friedman- participated in virtual meeting on January 20 regarding progress on TIF report

State of the Village Breakfast- Planning continues for 2/28/23 event at Waubensee Community College

Town Center Brochure- the final proof of the brochure is now at the printer

Visit to Carmel, Indiana- Met with developer and city officials during the trip to Carmel on January 23