



ADMINISTRATION DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees
FROM: Alison Murphy, Assistant to the Village Administrator/Village Clerk
DATE: March 3, 2023

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

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 completed work on the State of the Village address presented by President Konen on February 28th.

Comcast Agreement – Staff is working with Director Merkel on the Comcast Franchise Agreement. The Notice for the March 21, 2023 Public Hearing was published in the Kane County Chronicle on March 2, 2023.

2023-2024 License Applications – Applications for liquor, amusement, video gaming, and tobacco licenses have been sent out. The due date was March 1, 2023. Staff is working with applicants to answer any questions regarding the new ordinance.

Social Media – Twelve Facebook posts were published in the past two weeks including the Village Board Agenda, Special Board of Police Commissioners Meeting, National Engineers' Week, Kane County 2023 Green Guide Postcard, Parking Restrictions near John Shields, FY24-28 Capital Improvement Program, Part-time Police Clerk Job Posting Link to State of the Village Presentation and Video. Over 2,200 people were reached with the post linking to The Grove website, thegroveillinois.com.

Village YouTube Channel – The audio recording of the February 21st Village Board Meeting and the 2023 State of the Village video recording were uploaded to the site.



FINANCE DEPARTMENT STAFF REPORT

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

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

Tasks/Updates:

- **FY23-24 Budget.** General Fund was presented on February 21, 2023, All Other Funds are to be presented on March 7, 2023 as part of Budget Workshop #2.
- **Village Administrator.** Myself, President Konen and Village Attorney Julien have begun the process of interviewing potential candidates for the open Village Administrator position. The entire process is anticipated to be completed before the end of the fiscal year.
- **State of the Village.** Worked on the development of the State of the Village presentation with Staff.
- **NIMEC Village-Owned Building Electrical Aggregation Bid.** The Village's electrical aggregation contract with Constellation for the Well & Lift Stations is set to expire May 2023. NIMEC, who handles our electrical aggregation program, went out to bid on behalf of the Village on March 2, 2023. The Village's current rate under the contract is 4.727 ¢/kWh. ComEd currently is at a rate of 9.665 ¢/kWh, but is estimated to come down to 7.5 to 8.0 ¢/kWh. The bid for the Village came back with a winning bid from Dynegy Energy. The bid comes in 1, 2, or 3-year terms. The best rate for the Village was a 2-year term at 5.79 ¢/kWh. While this is an increase from the previous rates the Village had, this is better than ComEd. This increase was also already considered during the budget process.

Meetings:

- **IRMA IMAP Meeting.** Conducted the 4-year IMAP process with IRMA. This reviews all of the Village's policies and procedures from a risk management standpoint. There will be recommendation from IRMA after the visit, that Staff will work to implement.
- **Village Administrator Interviews.** Interviews started the week of February 27th. The application deadline was March 1st and there was a total of 31 applications received.
- **State of the Village.** I attended the State of the Village presented by President Konen.

- **Building, Zoning & Subdivision Fee Meeting.** Myself, Walter and Brad met to discuss the DRAFT Resolution for the Fee schedule to be presented back to the Board on March 21st.

Conferences/Trainings/Seminars: None

Accounts Receivable through February 28, 2023:

	<u>As of February 28, 2023</u>	<u>As of February 28, 2022</u>
Account Billings:		
<i>Garbage Accounts</i>	3,311	3,294
<i>Water Accounts</i>	4,318	4,301
<i>Sewer Accounts</i>	4,012	4,027
<i>Road Maintenance</i>	3,491	3,475
<i>ACH Customers</i>	1,060	1,025
Delinquent Accounts:		
<i>1st Step - Late Bills</i>	625	676
<i>2nd Step - Delinquent Notice Sent</i>	45	30
<i>3rd Step - Tag Notice</i>	20	12
<i>4th Step- Water Shut-Off</i>	3	4
<i>Past Due Notices</i>	168	155
Active Payment Plans:	-	4
Outstanding Accounts Receivable:		
<i>After Hours Turn on Fee</i>	\$-	\$-
<i>Construction Charge</i>	55.00	27.50
<i>Copper & Lead Sampling</i>	(10.00)	(20.00)
<i>Discount</i>	(15.00)	(13.00)
<i>Garbage</i>	5,615.63	7,081.89
<i>Hydrant Fees</i>	326.95	281.62
<i>Lien Fees</i>	-	-
<i>NSF Fee</i>	69.00	140.00
<i>Road Maintenance Fee</i>	2,044.02	2,585.61
<i>Sewer Maintenance</i>	6,718.03	8,209.33
<i>Sewer Usage</i>	11,611.51	13,229.27
<i>Shut-Off Fee</i>	105.00	140.00
<i>Tag Fee</i>	175.00	169.13
<i>Water Maintenance</i>	8,482.85	10,736.82
<i>Water Usage</i>	(5,504.99)	(3,332.06)
<u>Total Accounts Receivable</u>	<u>\$29,673.00</u>	<u>\$39,236.11</u>



COMMUNITY DEVELOPMENT DEPARTMENT

ACTIVITY REPORT

MARCH 2023

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

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
- Working on code maintenance; preparing amendments
- Reviewed final PUD plans for Prairie Grove Commons Lots 1, 2 & 3
- Continue working towards resolution of outstanding issues related to PUD for Burnt Barrel property
- Met with apartment developer searching for sites in the community
- Consultations with CMAP and planning consultant on preparation of Comprehensive Plan
- Attended State of the Village presentation

Building

- Working on closing open and inactive files
- Attended building code training seminar on smoke and fire damper inspection processes



POLICE DEPARTMENT STAFF REPORT

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

Significant Police Events

- None to report

Conferences / Training / Seminars

- Police Law Institute monthly computerized training for March covers the following topics: Determining Custodial Status, Interrogations, Miranda's Required Elements, Two-Step Interrogation, Rights Invocations-Revocation-and Waivers, Public Safety Exception, and Miranda regarding Minors.
- Officer Casey Kasper is in field training and is working on completing his shadow phase of training. He is expected to be released to solo patrol in mid to late March.
- Monthly Defensive Tactics Training for March covers Impact Weapons/Collapsible Baton.

Administrative

- February 17, Chief Rollins participated in the Village Safety Committee meeting held at the Village Executive Office. Present were members from public works and finance.
- Chief Rollins participated in a virtual attorney meeting with Department Head Members, President Konen and Alison on February 21.
- Chief Rollins and Economic Development Director Cassa met at the police department for coordination of services at the Village State of the Union preparation on February 21.
- February 22, Chief Rollins attended a Tri-Com Structural Document Meeting hosted at Tri-Com. The working committee is looking at fiscal responsibilities and strategic planning for the future of the dispatch center.
- Chief Rollins participated in a weekly staff meeting hosted at the Executive Office Conference room with President Konen, Department Head Members and Alison updating each other on village initiatives and projects on February 22.

- PW Director Merkel and Chief Rollins met with our access control vendor on February 22 at the police department to review modifying and adding access points to the remainder of the building, along with the alarm panel modification needs.
- Chief Rollins held a Command Staff Meeting on February 22 with the Sergeants and Administrative Officer Hanold.
- February 23, Officer Hanold, Chief Rollins, along with members from all departments participated in our insurance carrier's assessment that the Safety Committee has been working on the past couple of months. Brett Feltes, Matt Anastasia, coordinated the Village's review with the assistance of many from all departments.
- Chief Rollins attended a JTTF Executive Board meeting on February 23 at the FBI Headquarters in Chicago.
- The Board of Police Commission along with Chief Rollins met on February 23 for a Special Meeting where they conducted an oral interview for a lateral officer candidate.
- February 24, Officer Hanold attended an accreditation meeting held at Tri-Com Dispatch Center for agencies under-going their accreditation process.
- Monday, February 27 Chief Rollins met with PW Director Merkel, Bryan Beach regarding the new locations for the recently approved No Parking Stopping Standing zone on Grove and Snow St. All of us went out to the site and provided input on the locations.
- Tuesday, February 28, Sgt. Alcaraz and Chief Rollins along with all departments represented attended the Village's State of the Union presentation hosted at Waubensee Community College.
- Chief Rollins hosted a 100 Club of Kane County executive board meeting on February 28 in Sugar Grove.
- Chief Rollins participated in a weekly staff meeting hosted at the Executive Office Conference room with President Konen, Department Head Members and Alison updating each other on village initiatives and projects on March 1.
- Chief Rollins held a Command Staff Meeting on March 1 with the Sergeants Kurzawa and Alcaraz along with Administrative Officer Hanold.
- March 2, Chief Rollins met with Bryan and Jake from Public Works on the new signage job site along Snow and Grove. Bryan and Jake began the installation of the new signage in the designated time zone established.

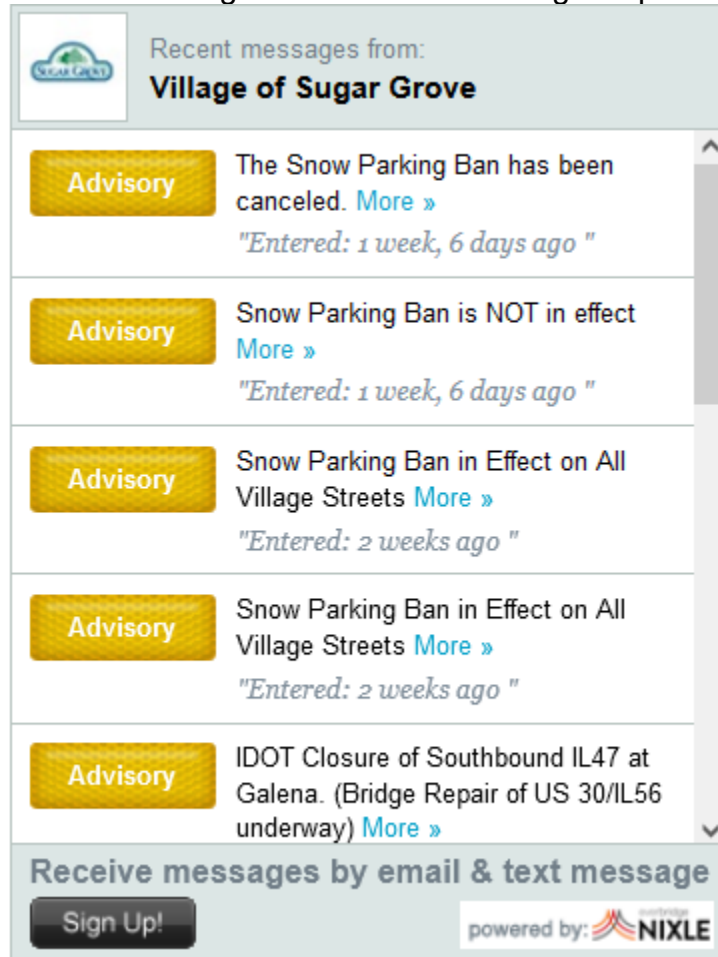
Directed Patrols and Crime Prevention Activity

- 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 February 27, 2023, the last weekly test.

Upcoming Activities:

- The Police Department will occupy the 10 S. Municipal building as Administration and Finance 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: March 1, 2023

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

Meetings:

On February 21, 2023 I attended a webinar on HR Legal Trends in 2023 hosted by IRMA

On February 22, 2023 Chief Rollins and I met with Nycole from Correct Electric to review access control and security upgrades to the Police Department.

On February 23, 2023 Public Works attended the IRMA IMAP visit.

On February 24, 2023 Alison Murphy and I met with the Village of Elburn, Stu Chapman and various Comcast Representatives to discuss the Comcast franchise agreement. The Agreement is complete and Public Notice is published. The Franchise Agreement will be presented to the Village Board at the March 21, 2023 Village Board Meeting.

On February 24, 2023 I attended the Annual Road Program bid opening, the bid will be awarded at the March 7, 2023 Village Board Meeting.

On February 28, 2023 I attended the State of The Village hosted by the Sugar Grove Economic Development Corporation. The event was well attended.

On February 28, 2023 I attended the Pre-Construction Meeting for the Burnt Barrel parking lot addition.

On March 3, 2023 I along with other Village staff met to discuss staff fees associated with zoning, subdivision, building permit fees and other charges

Police Department Fence Project:

The gates were installed on March 1st, staff is working on getting all the access control programed. This project will be complete very soon.

Annual Preventative Well Testing:

Layne Christensen completed all of the Annual Preventative Maintenance Well Testing, we should receive the report in the near future.

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 284 valves within the east and west sides of town and Prestbury. This project is complete for this FY.

Public Works Field Operations:

Staff completed pot hole patching throughout the Village.

Staff repaired a broken b-box on the East Side of Town.

Staff jetted 2500 feet of sanitary sewer in Windstone.

Staff completed a total of 98 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 95% complete with the East Side of Town.



ECONOMIC DEVELOPMENT DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees

FROM: Michael Cassa, Economic Development Director

Date: March 2, 2023

Summary of Projects/Prospects:

1986 Bucktail- discussed potential industrial building project with the broker for the property.

Data centers: met with national data center developer looking for sites in Sugar Grove.

Fast casual restaurant- conducting Route 47 site search for a fast casual restaurant.

Fireside Grille- received Commercial Property Owner Enhancement Program application.

Hotel Project- met with hotel developer on February 22 regarding potential hotel project.

Terrazon: met with company officials on February 21 to discuss potential site for new facility.

U.S. 30 Motel- met with prospective buyer and toured site on February 21.

Marketing and Outreach:

Kiwanis Club- attended meeting on February 23.

NextSite- Met on March 2 to discuss upcoming International Council of Shopping Centers show.

State of the Village:

State of the Village Breakfast was held on February 28 at Waubensee Community College (WCC).

Village President Jen Konen delivered her State of the Village Address.

Dr. Brian Knetl, new President of WCC, delivered welcoming remarks.

New records were set for number of registrants (141) and sponsors (10).

The printed program included a QR code for attendees to view the new Town Center brochure.

The video of the event will be posted on the Village website.

Thank you letters will be sent to the speakers and sponsors, and the staff that assisted with the event.

Village of Sugar Grove Initiative Update March 7, 2023

Initiative		Time in Months	Estimated Cost	Actual Cost	FY 22-23 Departmental Measurable Objective	Update
A1	Develop Administration/Finance Facilities Plan		\$50,000 - \$600,000		Determine an interim office solution for Administration/Finance staff allowing for the Police Department to move into east side of Village Hall.	Administration and Finance staff completed their move to 160 S. Municipal Drive in January 2023. - This project is complete.
A2	Conduct a Comprehensive Review and Update of the Village Liquor License Ordinance		\$ 1,000		VB adoption of updated ordinance.	The Liquor Control Ordinance was passed at the December 6, 2022 Board meeting - This project is complete.
A3	Implement Laserfiche Electronic Document System Village Wide		\$ -		Staff from all departments are trained and using Laserfiche to manage electronic documents.	All past Board Minutes have been entered into Laserfiche. Admin staff is finalizing a procedures manual for further training in other departments.
A4	Develop and Implement Certificate of Insurance Review Process based on new Village Ordinance		\$ 1,500		Clerk staff implementing process for reviewing COI's.	Draft Insurance Requirements and a draft Ordinance Amending Village Code is on the March 7, 2023 agenda for Board consideration.
A5	Issue RFP for IT Consultant Services		\$ 500		VB approval for new IT Consultant Services agreement.	Contract with DeKind Computer Consultants for IT Services was approved at the December 6, 2022 Board meeting - This project is complete.
A6	Review Custodial Services	3	\$ -		Provide recommendation for provider and/or service level.	Contract with Total Facilities Management began in February 2023. - This project is complete.
CD1	Facilitate New Town Center		\$ -		VB approval of a prioritized list of viable sites	TC completed and printed brochure January 17,2023
CD2	Update the Comprehensive Plan		\$ 24,000	\$ 24,000	Presentation of consensus plan for adoption by the Village Board	Public comment meeting (public hearing) will be held on April 24, 2023 at Village Bible Church.
CD3	Update Zoning Ordinance - 47 Corridor Plan		\$ 500		VB approved Ordinance	
CD4	Update Zoning Ordinance - Main Street Plan		\$ 500		Placement on VB agenda for discussion	VB directed staff to proceed September 20, 2022
CD5	Update Zoning Ordinance - Big Box Industrial		\$ 500		VB approved Ordinance	Zoning amendment presented to VB on February 7, 2023
CD6	Update Zoning Ordinance - Data Centers		\$ 500		VB approved Ordinance	VB for adopted on January 17, 2023 - This project is complete.
CD7	Transform the Zoning Ordinance & Subdivision Regulations into a Unified Development Code (UDC)		\$ -		Placement on VB agenda for discussion	
CD8	Building Officials Mutual Aid Agreement		\$ 500		VB approved Agreement.	
CD9	Update CD Web Site		\$ -		Permit Tip Sheets and revamped Proposed Development section on web site	ongoing
CD10	Convert CD Records to a digital format		\$ -		5,000 oversized plan sheets, 500 permit files and 100 resource materials during FY22-23	in-progress
ED1	Develop Economic Development Incentive Policy		-		VB approval of a policy.	
ED2	Implement Commercial Property Enhancement Program		\$ 50,000		Village Board approval of a program.	Received application from Fireside Grille in February 2023.
ED3	Increase Utilization of Next Site Services		-		Utilize services as part of overall marketing plan.	
ED4	Make a Recommendation on the future of the Economic Development Corporation		\$ -		Presentation to VB	Made presentation to Village Board on September 20, 2022. - This project is complete.
ED5	Develop a marketing strategy that includes a new website.		-		Presentation to Village Board.	Karben Marketing has begun designing the website.
ED6	Meet with civic and business leaders.		\$ -		Complete initial meetings.	Several meetings with local leaders have been held with more scheduled.
F1	Revamp CIP	6	\$ -		Present a new updated CIP Plan to the Board for Approval.	The Final projects have been compiled. The plan is being compiled together and will be presented to the Board on February 7, 2023 meeting. Board approved the CIP at the February 21, 2023 meeting. - This project is complete.
F2	Review General Liability & Property Insurance Coverage	6	\$ -		Present change to VB if recommended.	This was presented at the December 20, 2022 Board meeting with no action needed. - This project is complete.

Village of Sugar Grove Initiative Update March 7, 2023

Initiative		Time in Months	Estimated Cost	Actual Cost	FY 22-23 Departmental Measurable Objective	Update
F3	Complete the Illinois Municipal Treasurers Institute certification	3	\$ 1,200		There are 3 Phases to be completed, over 3 years. Each Phase is 4 days - complete Phase 1 in FY22-23.	I attended Phase I of the Institute November 13-17, 2022. This is completed for the year and will continue each year for Phase II and Phase III. Certification is anticipated to be applied for January 2024. - This project is complete for FY22-23.
PD1	Joint Table Top and Training EMA Exercise	6-9	\$ 1,000		Completion of both a table top and a live training exercise.	
PD2	Body-Worn Camera Implementation	10	\$ 55,000		100% Implementation of a Body-Worn Camera Policy and Program.	Body-Worn Policy and Program are 100% implemented as of January 2023. This project is complete.
PD3	Emergency Response Planning	9	\$ -		Update the Village's Emergency Response Plan and present to Board.	
PD4	Establish a Technological Redundancy in the Emergency Operations Center.	6	\$ -		Present a plan to the Village Board with implementation budget dependant.	
PD5	ILEAP Certification	6	\$ -		Achieve ILEAP Accreditation.	PD is awaiting the move into the other side of the building and will schedule out a mock assessment, followed up with the official assessment
PD6	Patrol & Sergeant Contracts Renewal		\$ 7,500		Village Board and Union approved contracts.	Both Patrol and Sergeants contracts have been signed. This project is complete.
PW1	Conduct Water Works Needs Assessment	16	\$ 143,579		Complete Assessment in coordination with CMAP Comp. Plan Update and present to Board	Assessment will be presented at the 4/18/2023 Board Meeting.
PW2	Conduct Sanitary Sewer Needs Assessment	16	\$ 50,000		Collection of all individual reports into one and presented to Board.	Assessment will be presented at the 4/18/2023 Board Meeting.
PW3	Dugan Woods Fays Lane Phase 1 Watermain Engineering & Construction	14	\$ 983,000		Complete Engineering and Construction of Phase I of the Dugan Woods Fays Lane Water Main Replacement project.	This project is complete aside from punch list and final landscaping.
PW4	Dugan Woods Fays Lane Phase 2 Watermain Engineering	14	\$ 50,000		Complete Phase 1 Engineering of Phase 2 in the Dugan Woods Fays Lane Water Main Replacement project.	Construction Contract Awarded 1/17/23, Engineering approved 2/21/23. Phase 2 Engineering expected to VB in May 23
PW5	Blackberry Creek Pedestrian Bridge ITEP Project	12	\$ 127,306		Phase II Engineering Complete - Phase III Engineering and Construction in process. Full project to be completed in FY23-24.	All IGA's Approved by all Partners. IDOT Rejected Phase II/III Engineering due to EEI not completing 51% of the Project. RFQ reposted 2/28/23.
PW6	Safe Routes to School ITEP Project	12	\$ 218,000		Complete Engineering and Construction of Safe Routes to School ITEP project.	Phase II Engineering approval at the 09/20/2022 Board Meeting. Sent Phase II Engineering to IDOT for Approval. September 2023 IDOT Letting.
PW7	Crosswalk across US 30 at Municipal Drive	12	\$ 144,760		Installation and Completion of a Crosswalk at US-30 and Municipal Drive.	Discussion at 10/04/2022 Board Meeting. Reviewed at 10/18/2022 Board Meeting. Waiting until Final Notification of Grant to proceed.