



ADMINISTRATION DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees
FROM: Alison Murphy, Assistant to the Village Administrator/Village Clerk
DATE: April 28, 2023

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

2023-2024 License Applications – Staff has issued all licenses.

Springfield Drivedown – Clerk staff created a flyer for President Konen, Trustee Bonnie and Director Cassa to share during the Springfield Drivedown April 19th and 20th.

FOIAs – The Clerk's Office continues to handle an increase in large FOIA requests. Three of the last four large FOIAs have been regarding the Sugar Grove, LLC development.

Social Media – Twenty-four Facebook posts were published in the past two weeks including the Village Board Agenda, Community Clean-up Day, Draft Comprehensive Plan Public Hearing Notice, Coffee with Konen Reminder, National Work Zone Safety Week, Shred Event, Report a Pothole, Plan, Police and Pension Board Commission Meeting agenda, J&S Remediation at 88&47, Trustee Walter Appreciation, Happy Earth Day, Drug Takeback Event, Electronic Waste Reminder, LIV Golf Event Volunteers Needed, Notice of Moran Agreement for TIF on 4/18 Agenda Over 28,000 people were reached with the post announcing the Fireside SPEP sign grant.

Village YouTube Channel – The audio recording of the April 18th Village Board Meeting was uploaded to the site.



FINANCE DEPARTMENT STAFF REPORT

TO: Village President & Board of Trustees
FROM: Matt Anastasia, Finance Director
DATE: April 25, 2023

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

Tasks/Updates:

- **Police Pension Actuarial Data FY2023.** I have completed and submitted the requested data from Lauterbach & Amen in regards to the FY2023 Police Pension Actuary and DOI Submission.

Meetings:

- **IRMA Executive Safety Committee.** Staff conducted the monthly Safety Committee of all departments. This is used to discuss any incidents that occurred during the month, and how to correct any procedure to prevent incidents in the future.
- **Invoice Cloud Kick-Off.** Brett and I attended our kick-off meeting with Invoice Cloud to begin all the implementation process. The scheduled live date is July 2023.
- **Transportation Plan Update.** President Konen, Brad Merkel and myself met to go over the possibility of updating the transportation plan that has not been updated since 2005. Options are being explored and further information gathered before bringing to the Board.
- **Police Pension Board Meeting.** I attended the Police Pension Board meeting where the main points of topic were approving the portability of service for past officer Aaron Riley, approving fiduciary insurance for the Board and a discussion of the rate of return assumption to use for the Actuarial Study for May 1, 2023. The current consolidated fund uses 6.8%, the Village's is 6% which is not recommended by Lauterbach & Amen. Their recommendation is above 6% but below 7.25%. In order to not make such a large move, Staff is recommending L&A to use 6.4% this year, and 6.8% for May 1, 2024 year.

Conferences/Trainings/Seminars: None

Accounts Receivable through April 30, 2023:

	<u>As of April 30, 2023</u>	<u>As of April 30, 2022</u>
Account Billings:		
<i>Garbage Accounts</i>	3,315	3,295
<i>Water Accounts</i>	4,323	4,303
<i>Sewer Accounts</i>	3,982	4,029
<i>Road Maintenance</i>	3,497	3,474
<i>ACH Customers</i>	1,055	1,037
Delinquent Accounts:		
<i>1st Step - Late Bills</i>	601	644
<i>2nd Step - Delinquent Notice Sent</i>	52	42
<i>3rd Step - Tag Notice</i>	22	24
<i>4th Step- Water Shut-Off</i>	4	6
<i>Past Due Notices</i>	207	144
Active Payment Plans:	-	2
Outstanding Accounts Receivable:		
<i>After Hours Turn on Fee</i>	\$-	\$-
<i>Construction Charge</i>	2.50	(47.50)
<i>Copper & Lead Sampling</i>	(10.00)	(20.00)
<i>Discount</i>	(1.01)	(18.00)
<i>Garbage</i>	7,027.79	4,530.66
<i>Hydrant Fees</i>	30.00	2.50
<i>Lien Fees</i>	-	-
<i>NSF Fee</i>	35.00	35.00
<i>Road Maintenance Fee</i>	2,659.06	1,791.60
<i>Sewer Maintenance</i>	8,264.95	5,564.12
<i>Sewer Usage</i>	12,365.45	8,363.19
<i>Shut-Off Fee</i>	105.00	35.00
<i>Tag Fee</i>	350.00	35.00
<i>Water Maintenance</i>	10,538.37	7,180.20
<i>Water Usage</i>	(1,787.42)	(9,397.77)
<u>Total Accounts Receivable</u>	<u>\$39,579.69</u>	<u>\$18,054.00</u>



POLICE DEPARTMENT STAFF REPORT

TO: PRESIDENT & BOARD OF TRUSTEES
FROM: PAT ROLLINS, CHIEF OF POLICE
DATE: APRIL 28, 2023

Significant Police Events

- None

Conferences / Training / Seminars

- Police Law Institute monthly computerized training for April covered the following topics: Lawful Searching, The Exclusionary Rule: Mapp v. Ohio, Reliance upon warrants, and various law enforcement search court cases.
- Monthly Defensive Tactics Training for April covered Impact Weapons/Collapsible Baton.
- Chief Rollins participated in the Illinois Chiefs of Police Association Executive Board Meeting on April 19, at the Westin Hotel in Lombard.
- Chief Rollins and Administrative Officer Hanold attended Illinois Chiefs of Police Annual Conference, April 20-21, hosted in Lombard.
- April 25-26 Administrative Officer Hanold and Chief Rollins attended and presented at the Illinois Police Accreditation Coalition first ever conference held in Oak Brook. Approximately 200 IPAC members attended the conference and received training on CALEA and ILEAP. (National and State Accreditation programs)

Administrative

- Chief Rollins participated in a Department Head meeting with President Konen on April 19, hosted at the Village Executive Office.
- The Board of Police Commissioners met for their monthly meeting on April 19, with liaison Chief Rollins present for their meeting.
- April 20th, Sgt. Alcaraz attended the Corn Boil monthly meeting hosted at the Sugar Grove Fire Protection District.
- DEA Nationwide Prescription Drug Take back initiative took place on Saturday, April 22. The initiative on this date had extremely low participation, as only one

person came in to drop off items. Past collection initiatives were very successful with the turnout and drop off. However, since the PD has the collection container in the lobby, over the past 6 months, residents have turned in over 113 pounds of unused prescription medicine. The drugs were delivered and turned over to the DEA on Monday, April 24.



- Administrative Officer Hanold and Chief Rollins met with towing company regarding their services on April 24.
- Sgt Alcaraz attended the Village's Comprehensive Planning meeting on April 24 hosted at the Village Bible Church.
- Administrative Officer Hanold and Chief Rollins attended the monthly Kane County Chief of Police meeting hosted at the County Government Complex on April 27.


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.

Emergency Preparedness:

- Nixle Community Messages sent out:

No new messages were sent out during this past timeframe.



Recent messages from:
Village of Sugar Grove

Advisory

The Snow Parking Ban has been canceled. [More »](#)
"Entered: 1 week, 6 days ago "

Advisory

Snow Parking Ban is NOT in effect [More »](#)
"Entered: 1 week, 6 days ago "

Advisory

Snow Parking Ban in Effect on All Village Streets [More »](#)
"Entered: 2 weeks ago "

Advisory


Snow Parking Ban in Effect on All Village Streets [More »](#)
"Entered: 2 weeks ago "

Advisory

IDOT Closure of Southbound IL47 at Galena. (Bridge Repair of US 30/IL56 underway) [More »](#)

Receive messages by email & text message

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- Emergency Warning Sirens monthly and weekly testing continues. They are functioning properly as of April 24, 2023, the last weekly test.

Upcoming Activities:

- John Shields annual school safety drill May 5, 2023
- Cop on Top at Dunkin (5am to noon) on Friday May 19, 2023
- Sugar Grove Corn Boil- July 20-23, 2023
- LIV- Chicago Invitational September 18-24, 2023



Public Works Staff Report

TO: Village President and Board of Trustees
FROM: Brad Merkel, Public Works Director
DATE: April 27, 2023

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

Meetings:

On April 20, 2023 Brian Schiber and I attended the KKCOM Transportation Policy Meeting.

On April 20, 2023 I attended the Executive Staff Safety Meeting.

On April 21, 2023 Chris Lemke, Brian Schiber and I met with ME Simpson to review the results of the Valve Location and Exercising Program. Overall, I am very pleased with the results of our first-year program.

On April 27, 2023 President Konen, Brian Schiber and I attended the KKCOM Full Council meeting.

On April 28th, 2023 President Konen along with Village Public Works Staff Commemorated the 151st Anniversary of Arbor Day by planting a Swamp White Oak. The Village hosted a contest to win the tree and have it planted in the residents' parkway. The tree was planted in Settler's Ridge.

Training:

Bryan Beach attended the APWA Snow Conference from April 16-19, 2023. The conference provides expert-led Snow & Ice education sessions and an exhibit floor full of vendors with latest winter maintenance solutions.

Chris Lemke attended his first year of ISPI Training in Effingham from April 23-27, 2023.

IPSI is a three-year training program which provides instruction expressly designed for public service professionals. The course is divided into three one-week sessions (one week each year) focusing on training in public service, personal growth and professional development.

Annual Road Program:

This project was awarded to Builders Asphalt at the March 7th Village Board Meeting. The preconstruction meeting was held on April 13, 2023. Construction is estimated to start in June.

Central Fays Lane and Creek Crossing Water Main Replacement Project:

This project was awarded to Conley Excavating at the January 17th Village Board Meeting. June or early July is the estimated start date.

Public Works Field Operations:

Staff has started weekly mowing operations of all Village owned facilities.

Staff completed the Merrill Road Row clean-up, several dead trees were removed, stump ground and landscaped.

Staff completed pot hole patching throughout the Village.

Staff completed a total of 221 JULIE tickets since the last staff report.



ECONOMIC DEVELOPMENT DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees

FROM: Michael Cassa, Economic Development Director

Date: April 28, 2023

Summary of Projects/Prospects:

BDM Property- follow up on truck trailer sales and leasing company that has contract on the site.

CPEP- follow up with several property owners considering applying for the Commercial Property Enhancement Program, including the Keck, Rocky's Dojo and Four Seasons buildings.

Manufacturer of Paper Bags- conducting site search for company seeking 20+ acres for manufacturing facility.

Old Second Building- closing is scheduled for a group of investors planning to repurpose the building for a restaurant and other complimentary tenants.

Marketing and Outreach:

Brokers Reception- meeting with Rich Harvest Farms staff will be held on May 5 to begin planning the EDC Brokers Reception. The event is scheduled for November 9, 2023.

ICSC- meetings with commercial tenants and developers are now being scheduled for the international Council of Shopping Centers show, May 21-23, 2023 in Las Vegas.

IEDA- Michael Cassa participated in two events in Chicago on April 20, sponsored by the Illinois Economic Development Association: the annual Site Selectors Forum and the annual Consular Corps Reception. Mr. Cassa moderated the forum which featured four leading national site consultants.

Metro West COG- Mr. Cassa attended the Metro West Council of Governments Drive Down to Springfield on April 19.

Nicor- the new Economic Development Director for Nicor Gas will visit Sugar Grove on May 2.

Village of Sugar Grove Initiative Update May 2, 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. - This project will continue in the FY23-24 year.
A4	Develop and Implement Certificate of Insurance Review Process based on new Village Ordinance		\$ 1,500		Clerk staff implementing process for reviewing COIs.	Updated Insurance Requirements and Ordinance Amending Village Code approved by the Board at the March 7, 2023. Guidelines have been sent to IRMA and Clerk staff is now forwarding all COIs to IRMA for review. - This project is complete.
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	Town Center brochure completed January 17, 2023. The Town Center committee's work is complete.
CD2	Update the Comprehensive Plan		\$ 24,000	\$ 24,000	Presentation of consensus plan for adoption by the Village Board	Public comment meeting (public hearing) 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	ongoing
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.	Village Board approved Fireside Grille application on April 4.
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.

Village of Sugar Grove Initiative Update May 2, 2023

Initiative		Time in Months	Estimated Cost	Actual Cost	FY 22-23 Departmental Measurable Objective	Update
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.
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.	Placed on hold, as both the Fire and Police departments are working through logistics with the desire of bringing similar training that the police chief and fire chief went to in Will County that will benefit Kane County.
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.	Emergency Response Plan is an agenda topic for the Command Staff and will be working diligently through the manual for a presentation in the late fall of 2023. Kane County Office of Emergency Management presented at the Kane County Chiefs of Police meeting on April 27. Local conversations with us and them are taking place with the new additional modules that are being added in from the State, including Cyber-security.
PD4	Establish a Technological Redundancy in the Emergency Operations Center.	6	\$ -		Present a plan to the Village Board with implementation budget dependant.	Staff is reviewing techonolgy needs internally and will be meeting with stakeholders from all village departments and public safety entities and the capabilities of the EOC and back-up EOC locations. The Police department has secured communication equipment and needs to have a technician mount the equipment and run cabling for it to be operational.
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. The Police Department attended an accreditation conference April 25-26. Work is underway in finishing up our documented proofs for the files and will be having a mock assessment in a couple of months.
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 6/20/2023 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 6/6/2023 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 Central Fays Lane and Creek Crossing Watermain Project	14	\$ 979,570	\$ 961,365	Project Awarded to Conley Exc on 1/17/23, Construction Engineering approved 2/21	Project estimated to start June/July 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. Phase II/III Engineering SOQ's received 3/15/2023. Phase 11/111 Engineering Contract Approval at the 4/18 Board Meeting.

Village of Sugar Grove Initiative Update May 2, 2023

Initiative		Time in Months	Estimated Cost	Actual Cost	FY 22-23 Departmental Measurable Objective	Update
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.