



ADMINISTRATION DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees
FROM: Scott Koeppel, Village Administrator
Alison Murphy, Assistant to the Village Administrator/Village Clerk
DATE: June 2, 2023

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

Crown Project – Staff attended multiple meetings with both internal and external stakeholders covering the Crown project. EEI and department heads are getting Administrator Koeppel up to speed on the project.

IDOT – Staff attended a meeting at IDOT region 1 offices in Schaumburg to discuss potential improvements at 47 and Park. IDOT provided staff with several recommendations on how to navigate their permitting and approval process.

MetroWest –President Konen and Administrator Koeppel attended a MetroWest meeting in St. Charles.

Tours – President Konen and Director Magdziarz took Administrator Koeppel on tours of the Village. The tours helped to visualize ongoing projects.

Coffee with Konen – Staff attended Coffee with Konen in the Village Board Room.

DeKind – Staff met with DeKind and discussed current issues and future projects. The two biggest projects are Office 365 migration and getting all PCs upgraded to Windows 10. Future projects and potential midyear capital projects were also discussed.

Office 365 – DeKind continues to work on outstanding issues with Microsoft before migrating all of the Village mailboxes to Office 365.

Village Board Room – Staff continues to research and experiment with different ways to improve visual and audio communication for the public at the meetings.

Police Department Remodel - Staff and Trustee Lendi had the first meeting with an architectural firm on Tuesday, May 30 regarding the desire to renovate the police department. The committee will bring a recommendation to the Village Board at a future meeting.

Kane County Economic Development - Staff met with Kane County Community Development to discuss various projects and learn about Kane County's progress on a countywide Economic Development Corporation.

Social Media – Twenty-seven Facebook posts were published in the past three weeks including the Village Board Agenda, Windsor Pointe Construction Begins, National Police Week, Nation Public Works Week, Cop on a Rooftop, Food Truck Fridays, Village Office Closed for Memorial, Electronic Waste Pick-up Reminder, Truck Hits Overpass at 56/30 on northbound 47, Nixle Sign-Up Reminder, Summer Events Flyer, Kane County K9 Funeral, Burnt Barrel Opening Video link, Water Conservation Rules, Link to

Groovin' in the Grove June 15 event notice, Plan Commission Meeting Canceled, Next Coffee with Konen, Link to The Grove Community Meetings notice. Almost 90,000 people were reached with the post regarding a lost doodle.

Village YouTube Channel – The audio recording of the May 16th Village Board Meeting was uploaded to the site.



FINANCE DEPARTMENT STAFF REPORT

TO: Village President & Board of Trustees
FROM: Matt Anastasia, Finance Director
DATE: June 2, 2023

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

Tasks/Updates:

- **FY2023 Audit.** Staff complete Preliminary Fieldwork remotely, as we have the last couple years, on May 11th. On-Site fieldwork for the audit is scheduled for the week of July 10th, with first draft tentatively scheduled for August 11th.
- **Travel Authorization & Expense Report Update.** The Travel Authorization & Expense Report has not been fully updated in a few years. I have updated this form with new relevant items, as well as created a simple employee reimbursement form for items outside of travel.

Meetings:

- **Invoice Cloud Status Meeting.** Brett and I attended our bi-weekly status meeting with Invoice Cloud. This was focused around all of the billing and payment testing being completed. All testing has gone as planned thus far. We have received our credit card readers as well.

Conferences/Trainings/Seminars:

GFOA Annual Conference – Portland, OR – *May 20-24, 2023*

I attended the annual GFOA Annual Conference held in Portland, OR this year. This year's event had many topics in regards to AI, Remote Work, Employee Recruitment and Retention and how to leverage publicly owned property. As always, the networking with other professionals within the industry are extremely valuable. There were a lot of discussions and topics internally regarding BS&A with other communities who use them. BS&A is our government and financial software.

Accounts Receivable through May 31, 2023:

	<u>As of May 31, 2023</u>	<u>As of May 31, 2022</u>
Account Billings:		
<i>Garbage Accounts</i>	3,315	3,291
<i>Water Accounts</i>	4,322	4,302
<i>Sewer Accounts</i>	4,046	4,026
<i>Road Maintenance</i>	3,495	3,474
<i>ACH Customers</i>	1,055	1,035
Delinquent Accounts:		
<i>1st Step - Late Bills</i>	723	757
<i>2nd Step - Delinquent Notice Sent</i>	47	30
<i>3rd Step - Tag Notice</i>	19	16
<i>4th Step- Water Shut-Off</i>	4	0
<i>Past Due Notices</i>	194	166
Active Payment Plans:	4	0
Outstanding Accounts Receivable:		
<i>After Hours Turn on Fee</i>	\$-	\$-
<i>Construction Charge</i>	55.00	5.00
<i>Copper & Lead Sampling</i>	(10.00)	(20.00)
<i>Discount</i>	(1.00)	(19.00)
<i>Garbage</i>	5,364.85	5,009.71
<i>Hydrant Fees</i>	(467.50)	2.50
<i>Lien Fees</i>	-	-
<i>NSF Fee</i>	-	105.00
<i>Road Maintenance Fee</i>	1,944.39	1,953.92
<i>Sewer Maintenance</i>	6,563.00	5,906.79
<i>Sewer Usage</i>	10,709.14	8,555.04
<i>Shut-Off Fee</i>	70.00	-
<i>Tag Fee</i>	175.00	-
<i>Water Maintenance</i>	8,395.87	7,838.04
<i>Water Usage</i>	(4,417.75)	(8,985.61)
<u>Total Accounts Receivable</u>	<u>\$28,381.00</u>	<u>\$20,351.39</u>



COMMUNITY DEVELOPMENT DEPARTMENT

ACTIVITY REPORT

JUNE 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
- Prepared agenda material and attended Planning Commission meeting
- Consultations with CMAP and planning consultant on proofing Comprehensive Plan documents, graphics
- Coordinating application requirements with business considering rezoning
- Continue working on code maintenance; preparing several amendments related to parking
- Meeting with local business owner concerning relocation and expansion of business
- Reviewed 3 Special Event Permit applications
- Meeting with Village staff concerning water system long range planning
- Meeting with consultant team for prospective truck business
- Meeting with consultant team for prospective commercial development in Sugar Grove Center
- Consultation with developer concerning resubdivision of residential property

Building

- Working on resolution of several contractor issues on solar installations
- Continue working with contractor at Burnt Barrel to get project in a position to issue occupancy
- Initiated corrective action at Sugar Grove Center Lot 17 construction site for unauthorized work

Code Enforcement/Property Maintenance

- Made numerous stops (36) concerning mowing violations
- Working with resident on driveway and public sidewalk repair and code violation
- Removed 10 signs from right-of-ways



POLICE DEPARTMENT STAFF REPORT

TO: PRESIDENT & BOARD OF TRUSTEES
FROM: PAT ROLLINS, CHIEF OF POLICE
DATE: JUNE 1, 2023

Significant Police Events

- **Semi-Truck vs. Underpass**
Wednesday, May 24 an oversize truck load struck the underpass of Rt. 56 while Northbound Sugar Grove Parkway. Traffic was diverted for hours while the bridge needed to be inspected by IDOT and removal of an overhead sign that was hanging and unstable. The cargo load from the truck from the truck's flatbed needed to be offloaded by heavy haulers to prevent further damage to the bridge and truck cargo. Both Nixle and the Village's social media platforms were utilized to send out messages and requests to use alternative travel routes.



Conferences / Training / Seminars

- Police Law Institute monthly computerized training for May covered the following topics: Crisis Intervention Team Training, Recognizing Mental Health Crises, Increasing Safety through De-Escalation, Putting De-Escalation Theory into Practice, Effective Tactical Communications, Targeted De-Escalation, and When De-Escalation Fails.
- Monthly Defensive Tactics Training for May covered Spontaneous Knife Defense.
- Sgt. Alcaraz attended Mobile Field Force Training at their facility in Urbana from May 16-20.
- Sgt. Alcaraz attended training on June 1, in Elgin for ILEAS Mobile Field Force Region 3 North monthly drills.

Administrative

- Officer Hanold and Chief Rollins participated in a virtual roundtable discussion with one of our vendors on May 16. The vendor hosts monthly meetings with their customers for feedback and developing useful software modules used by police agencies throughout the country.
- Chief Rollins participated in a Department Head and Village Administrator meeting on May 17, hosted at the Village Executive Office.
- Chief Rollins participated in a virtual meeting on May 17, with Axon regarding TASERS and exploring the option to moving our devices to TASER 10.
- Chief Rollins, Officer Hanold, and Sergeants Durham and Kurzawa, along with Sgt. Alcaraz virtually) participated in the monthly command staff meeting on May 17.
- Chief Rollins participated in the Board of Police Commission meeting on Wednesday, May 17.
- Officers Grutzius and Batitsas met with Chief Rollins on May 18 regarding operational needs and direction of the range program along with updating policies and procedures.
- Officer Hanold participated in a village-wide safety committee meeting on May 18, representing the police department with other members of village.
- Officer Hanold and Chief Rollins attended the monthly Kane County Chiefs of Police meeting on May 18, with this one hosted by the Bartlett Police Department.

- Sugar Grove raised \$4,03.01 for Special Olympics Illinois during the Dunkin' Cop on Rooftop event from 5am to noon. Thank you for the officers involved and those who donated to this great cause.



- Officer Ron Lugay started his career with the Sugar Grove Police Department on May 30.
- Village Administrator Koeppel, Trustee Lendi, and Chief Rollins met with an architectural firm on Tuesday, May 30 regarding the desire to renovate the police department. The committee is meeting with a couple of architectural firms during the process.
- Chief Rollins participated in a Department Head and Village Administrator meeting on May 31, hosted at the Village Executive Office.
- SGPD participated in traffic control and logistics around Harter Middle School during a funeral for a Kane County K-9 on Thursday, June 1, 2023.

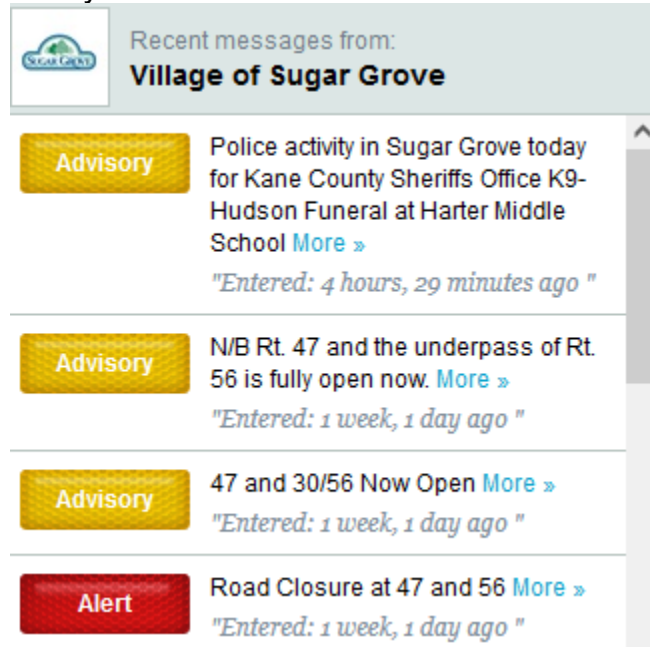
Directed Patrols and Crime Prevention Activity

- 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:

Messages were sent out regarding the re-routing of traffic for an oversized truck hitting the overpass of Rt.56 from N/B Sugar Grove Parkway. And for providing information regarding traffic delays around the funeral procession for Kane County K9-Hudson.



- Emergency Warning Sirens monthly and weekly testing continues. They are functioning properly as of May 8, 2023, the last weekly test.
- Chief Rollins received a phone call on May 8 from Aurora's emergency management regarding an agreement from 1999 amongst our agencies for the emergency warning sirens. Aurora is looking to no longer activate the sirens outside of their own community. We will be looking at other solutions for us to activate the sirens. Our dispatch center does not activate sirens for any of the communities they serve.

Upcoming Activities:

- John Shields annual school safety drill May 5, 2023
- Cop on Top at Dunkin (5am to noon) on Friday May 19, 2023
- Food Truck Friday- June 9, 2023
- Groovin in the Grove, June 15, 2023
- Park District Bike Parade, July 1, 2023
- Groovin in the Grove, July 13, 2023
- Sugar Grove Corn Boil- July 20-23, 2023
- Groovin in the Grove, August 10, 2023
- Food Truck Friday- September 15, 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: May 24, 2023

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

Meetings:

On May 16, 2023 Brian Schiber attended the Special Program Assistance Conference (SPAC) - Community Outreach presentation hosted by the Illinois Department of Transportation, Bureau of Programming.

On May 22, 2023 I attended the Central Fay's Lane and Creek Crossing Pre-Construction meeting. The Project is scheduled to begin the week of June 12th.

On May 23, 2023 President Konen, Scott Koeppel, Brian Schiber, EEI staff and I met with IDOT regarding IL Rt 47 and Park Ave. intersection improvements.

Training:

On June 2, 2023 Public Works staff attended Aerial Truck Safety Training hosted by IRMA at Public Works.

Annual Road Program:

The concrete contractor started saw cutting and removal on May 24th, they estimated 3-4 weeks to complete the concrete portion of the project. Once the concrete has been completed Builders Asphalt will begin milling and repaving.

Central Fays Lane and Creek Crossing Water Main Replacement Project:

Materials are scheduled to be delivered the week of June 5th, construction is scheduled to begin the week of June 12th.

Public Works Field Operations:

Staff installed the new American Flags on Main St.

Staff repaired 2 water service leaks in Settler's Ridge.

Staff completed the first-ROW mowing for the year, we typically mow ROW's 3 to 4 times a year based on the weather.

Staff completed pot hole patching throughout the Village.

Staff completed a total of 256 JULIE tickets since the last staff report.

The spring 50/50 parkway tree program is complete, a total of 37 parkway trees have been planted this spring.



ECONOMIC DEVELOPMENT DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees

FROM: Michael Cassa, Economic Development Director

Date: June 2, 2023

Summary of Projects/Prospects:

Burnt Barrel Social- the new restaurant has opened. Staff is meeting with Jim Ratos the week of June 5 to assist in the planning of a grand opening event.

Cushman & Wakefield- met with a broker and his client about development opportunities in the Village.

Fireside Grille- the restaurant is now proceeding to install new signage. Fireside will be receiving a grant from the Village under the Commercial Property Enhancement Program (CPEP).

Former Old Second Bank- the sale of the property closed on May 2. Staff is working with the partners that purchased the site. They are interested in repurposing the building for retail/restaurant uses.

Four Seasons Contracting- followed up with company officials on May 19 to discuss improvements to the property. The company is submitting a Commercial Property Enhancement Program grant application.

Graham Shell- following up with Mike Graham on potential development project for the adjacent vacant out lot.

NAI Hiffman- meeting with senior broker on May 18 regarding development opportunities in the Village.

Prologis- following up with industrial developer interested in development opportunities in the Village.

Real Estate Office- assisting real estate company that is planning to open an office in Sugar Grove.

SVN Landmark- assisting commercial real estate company that is now listing the industrial properties at Route 30 and Dugan Road.

TRC- meeting with company officials on May 12. TRC is leasing the former bank building at 80 Dugan Road.

Terrazon- met with company officials on June 1 to discuss progress on their relocation project.

Marketing and Outreach:

4th of July Decorating Contest- planning is underway for the 4th of July Decorating Contest. A \$200 Visa gift card will be awarded to one home and one business.

Aurora Area CVB- attended the May 25 AACVB Board meeting. The new 2023 visitors guide has been published. Staff will be meeting with AACVB Executive Director Cort Carlson to discuss promotion of Sugar Grove attractions and amenities.

Kiwanis Club- attended the May 25 meeting.

International Council of Shopping Centers Show

Michael Cassa attended the 2023 International Council of Shopping Centers (ICSC) show, May 21-23, 2023 in Las Vegas. This is the largest annual conference for the retail/restaurant development industry. Three types of businesses were targeted: restaurants, hotels and commercial developers. Contacts were made with several commercial developers that build retail centers in the Chicago area. Initial contacts were also made with restaurants and hotels in order to determine (1) who the decision maker is for the siting of new facilities; and (2) what their site specification requirements are. The decision maker is almost always an internal Corporate Real Estate Manager who is responsible for real estate in a specific state or region. Often, the company will engage outside real estate brokers and preferred developers to identify and qualify sites for potential new restaurant and hotel locations. These officials are able to define which "trade area" a particular municipality falls into. Restaurant franchisees will have their trade areas protected in their franchise agreements. Understanding the boundaries of the trade areas is a critical piece of the process. In addition, these officials are able to provide data for their specific site specification requirements.

Hotels

Contacts were made at the show with four national hotel companies: Choice Hotels, Hilton, IHG, and Marriott. There was interest from the hotels in a future Sugar Grove location, primarily at the intersection of I-88 and Route 47.

Restaurants

Contacts were made at the show with several restaurant companies, including:

Chick-Fil-A

Chipotle

Darden Restaurants (representing several national restaurants)

Focus Brands (representing several national restaurants)

Freddy's
Inspire Brands (representing several national restaurants)
Panda Express
Panera Bread
Raising Cane's
Scooter's Coffee
Smoothie King
Starbucks
Tropical Smoothie
Wendy's
Yum Brands (representing several national restaurants)

Restaurant Site Location Factors

The factors that national restaurants consider when making site location decisions has remained fairly consistent. Each national restaurant company will define these factors differently, giving greater weight to some of the factors. These factors are:

- Residential growth
- Full time daytime population
- Overall trade area demographic profile
- Traffic counts
- Proximity to their other locations

National restaurants invest hundreds of thousands of dollars determining what site specifications are required when considering a new location. For example, each national restaurant will know what their distance requirements are from their other locations. These site specifications are an important part of their business model.

Follow Up

Follow up has already begun with the restaurants, hotels and commercial developers. In addition, the Village of Sugar Grove will be exhibiting at the 2023 ICSC show on October 19 at Navy Pier. This will give staff the opportunity to have direct face to face follow up meetings.

Village of Sugar Grove Initiative Update June 6, 2023

Initiative		Time in Months	Estimated Cost	Actual Cost	FY 23-24 Departmental Measurable Objective	Update
FA1	Village Branding/Communication Plan	8	\$ 1,000		Create a Communication Plan and rebrand the Village for consistency throughout each department. Including but not limited to PR Training, consistency through each department for memos, letterhead, staff report, resolution/ordinances, communications, emails for formatting and looks.	
A2	Emergency Operations/Continuity of Operations Plan	18	\$ 1,500		Update and Review the current Plan. Present to the Board the update for Village Board approval.	Scheduling appointments with Kane County Emergency Management Office to review current plan this summer. Staff set to meet with Chief Rollins June 9th.
A3	Implement Laserfiche Electronic Document System Village Wide	12	\$-		Staff from all departments are trained and using laserfiche to manage documents. Continue to scan and electronic file all hardcopy documents.	Training with Community Development and Public Works staff has been scheduled.
FA1	Village Branding/Communication Plan	8	\$ 1,000		Create a Communication Plan and rebrand the Village for consistency throughout each department. Including but not limited to PR Training, consistency through each department for memos, letterhead, staff report, resolution/ordinances, communications, emails for formatting and looks.	
F2	Accounts Payable ACH Payment Program	6	\$ 1,000		Implement a program to pay Accounts Payable vendors through an ACH program, eliminating the amount of checks required to be sent, thus reducing the amount of potential Fraud.	Staff has begun to work with BS&A on what is needed to set the program up. Collection of vendor ACH data has been on-going as we receive invoices with this information. More and more vendors are wanting to go to ACH payment.
F3	Complete Illinois Municipal Treasurer Institute Certification	12	\$ 1,200		There are 3 Phases to be completed, over 3 years. Phase I was complete in FY22-23. Phase II will be completed in FY23-24.	
F4	Finance Department Staff Training	12	\$ 500		Implement more annual training for Finance Staff - Cash Handler Training, NIU Civic Leadership Training (Accounting Manager), Payroll Seminars, Utility Billing Seminars.	Brett has attended a basic government accounting course and IRMA intro class. Sondra is scheduled to attend a Utility Billing webinar through NIU. Sheryl has not attended any Payroll seminars yet as none have been announced for the area until September.
CD1	Modify zoning regulations for consistency with adopted Comp Plan recommendations and combine with Subdivision Regulations to produce a Unified Development Ordinance (UDO)	26	\$ 5,000		Preparation of document organizational outline; issuance of RFP and consultant selection for selected consulting services	
CD2	Department succession plan	60	\$ -		VB approval of personnel replacement plan and commencing candidate searches for hires beginning in FY25	
CD3	Building Code comprehensive update	5	\$ -		VB approval (ordinance)	
CD4	Comprehensive sign regulations amendment; current regulations are not in-step with recent US Supreme Court decisions		\$ 12,000		VB approval (ordinance)	
CD5	Convert CD records to a digital format		\$ -		5,000 oversized plan sheets, 500 permit files and 100 resource materials during FY23-24.	
CD6	Annual Comprehensive Plan review		\$ -		Review Comprehensive Plan action items for tasks/projects to undertake in upcoming budget year (FY25) for Village Board approval/budgeting purposes	Added to list to address Action Items outlined in 2023 Comp Plan.

Village of Sugar Grove Initiative Update June 6, 2023

Initiative		Time in Months	Estimated Cost	Actual Cost	FY 23-24 Departmental Measurable Objective	Update
ED1	Create a comprehensive site database of buildings and properties	8	\$ -		Launch database on website	
ED2	Utilize the ACT Customer Relationship program for databases/contacts	6	\$ 900		Launch program	
ED3	Develop and implement a business retention strategy	3	\$ -		Track progress on retention meetings	
ED4	Launch a campaign to secure new Investors for the EDC	7	\$ -		Track progress on number of new Investors	
ED5	Exhibit at the International Council of Shopping Centers Show	6	\$ 1,000		Report on the results of the October 19-20 trade show	
ED6	Hold an EDC reception for brokers/developers at Rich Harvest Farms	7	\$ -		Report on the results of the November 9, 2023 event	
PD1	Table Top Exercise for EMA	10	\$ 1,000		Host a disaster training top exercise with departments and stakeholders in the community	Staff is in discussion with a vendor/partner law enforcement entity that provides this type of training to municipalities.
PD2	Update the Village's Emergency Response Plan	12			Update the Village's Emergency Response Plan and present to the Board	In coordination with updating the Emergency Operations/Continuity Plan modules will be updated to be consistent amongst the plans
PD3	ILEAP Certification Program	5	\$ 875		Achieve ILEAP Accrediation	Police Department is methodically moving into the other side of the building. After the aersonal is re-located we will move the process forward with ILEAP
PD4	PD facility enhancements	12	\$ 2,000,000		Work with architects and construction manager on improving the functional space of the police department	Meetings have been scheduled with the two architectural firms. A meeting with one of the firms occurred on May 30. The other firm is scheduled for June 13.
PD5	Command Level Staffing needs	12	\$ 125,000		Review feasibility of adding a command staff level/full time sworn employee to the police department	Job duties/responsibilities and financial impact internal stucy is underway.
PW1	Central Fay's Lane and Creek Crossing Water Main Replacement	6		\$ 961,366	Complete the Watermain Replacement & Repaving	June 12, 2023 estimated start.
PW2	Black Berry Creek Pedestrian Bridge ITEP Project	24	\$ 50,000		Phase III Engineering and Construction	Awaiting IDOT Approval
PW3	John Shields Elementary School Sidewalk Improvements	12	\$ 218,000		Construction	Phase II submitted to IDOT for approval
PW4	Water System Valve Maintenance Project	36	\$ 100,000		Continue Location and Operation of Valves	Fall completion
PW5	Crosswalk at US 30 at Municipal Drive	12	\$ 144,760		Installation of Crosswalk at US 30 & Municipal Drive.	Pending Funding
PW6	Water Tower Inspections	12	\$ 20,000		Complete Inspection of the Water Towers	Fall completion
PW7	Lead Service Line Inventory	12	\$ 30,000		Complete Village Wide Lead Service Inventory	NA