



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: September 1, 2023

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

Meetings with Crown or about Crown remain the focus of Administration. Staff hopes to receive formal applications from Crown early in the fall.

Solar - Staff met with Progressive Energy and then again internally to discuss the best option to reduce power costs.

Burnt Barrel Social - Staff attended the grand opening of Burnt Barrel Sugar Grove.

Plan Commission - Staff attended the Plan Commission meeting on August 16th to discuss the new proposed guidelines. Administrator Koeppel also had a chance to meet all of the commissioners.

Benefits Broker - Staff reviewed the RFPs with the Finance Department and made a recommendation.

Coffee with Konen - Staff attended Coffee with Konen and had the opportunity to discuss several topics with the public including the Crown project.

Economic Development Corporation - Administrator Koeppel attended his 1st EDC board meeting.

Social Media – Eleven Facebook posts were published in the past three weeks including the Village Board Agenda, Plan Commission Meeting Agenda, Police Commission Cancellation, Coffee with Konen, Nixle sign-Up Reminder, Lock it or Lose it, Food Truck Friday, Norris Road Resurfacing, Found Day, Village Offices Closed for Labor Day. Over 4,000 people were reached with a post regarding the closure of IL 47 at the RR bridge.

Village YouTube Channel – The audio recording of the August 15th Village Board Meeting was uploaded to the site.

FOIA Requests – The Clerk's Office continues to handle numerous large FOIA requests. Most of the voluminous requests are in regards to the Sugar Grove, LLC development.



FINANCE DEPARTMENT STAFF REPORT

TO: Village President & Board of Trustees
FROM: Matt Anastasia, Finance Director
DATE: September 1, 2023

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

Tasks/Updates:

- **FY2023 Audit.** The Audit is scheduled to be presented to the Board on September 19th. The Village Board will be tentatively approving a Resolution for FY22-23 Fund Surplus Transfers at the September 5th Board meeting.
- **RFP Employee Benefits Broker.** The RFP for Employee Benefit Broker Services was posted to the Village website and sent out on July 19th after the Board approved it. The RFP was open until August 4th, we received 2 proposals by the deadline. Staff has a recommendation in front of the Board on September 5th for approval.
- **FOIA.** Assisted Alison on FOIA requests while she was out of the office.
- **Personnel Handbook.** Reviewed the first draft of revisions from Laura on the Personnel Handbook. This will be reviewed internally prior to being brought back to the Board.
- **COVID-19 Update.** We have updated our COVID-19 Protocols for staff. The last time this was updated, was roughly a year ago in August 2022.
- **NIMS Training.** I have completed the required NIMS training for Department Heads that is available online. We will coordinate completing the training that is only in-person with a group training bringing in an instructor.
- **AP ACH Vendor Program.** I have begun to create the AP ACH Vendor program to allow the Village to pay vendors via ACH payment, rather than physical checks. This is on my initiatives for the fiscal year. The Bank is set up to accept the ACH files to pay, with the final set is completing the data retrieval process from vendors. Once this is input, we will be able to reduce the amount of time spent on printing, signing and sending out checks, also reducing costs for checks, printing and postage.
- **Residential Green Energy Program.** The Village's three-year agreement with MC² is coming to an end in December 2023. We have been in discussions with NIMEC regarding the renewal options. We had initial indications that for the first time since October 2018, the 3rd party aggregation prices would drop below ComEd. NIMEC went out to bid for the Village at the end of August, unfortunately, they were still slightly

higher than ComEd. Since this was the case, our next option was to continue with our Green Energy program through MC², who is the only company doing the civic contribution back to municipalities. There was one downfall, the Village's current civic contribution of \$24,000 will be renewed at \$6,000. No change to the residents' rates, just to the contribution back to the Village. These are the funds we currently use to do the ComEd LED Streetlight program. The Village has renewed the program with MC² to continue receiving some type of civic contribution for the LED program. The renewal was for an additional 12-month period.

Meetings:

- **Invoice Cloud Customer Success Manager.** Brett and I met with Andrew Gates from Invoice Cloud which is our Customer Success Manager. We went over all of the issues we had during implementation and in the first month. He has already communicated back to us on the progress they have made internally.

Conferences/Trainings/Seminars: None



COMMUNITY DEVELOPMENT DEPARTMENT

ACTIVITY REPORT

SEPTEMBER 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
- Attended SG Economic Development Corporation board meeting
- 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
- Zoning consultation with business considering relocating to Sugar Grove
- Reviewed 3 Special Event Permit applications
- Coordinating application requirements with homeowner in Prestbury
- Meeting with consultant team for prospective commercial development in Sugar Grove Center
- Consultation with developer concerning resubdivision of residential property

Building

- Reviewing new building code
- Consultation with Fire Protection District on code requirements for building separation
- Working on resolution of several contractor issues at Sugar Grove Center Lot 17

Code Enforcement/Property Maintenance

- Made numerous stops (27) concerning mowing violations
- Conducted community sweep for basketball backboards in right-of-way
- Removed 15 signs from right-of-ways



POLICE DEPARTMENT STAFF REPORT

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

Significant Police Events

- None

Conferences / Training / Seminars

- Police Law Institute monthly computerized training for August covered the following topics: laws related to autism spectrum disorder, focusing specifically on awareness of autistic individuals and law enforcement interactions.
- Monthly Defensive Tactics Training for August covered pressure point control tactics.
- Sgt. Kurzawa and Records Clerk Pat Smart continue to work on NIBRS compliance and are evaluating our program from the bottom up.
- Officer Lugay is in the Field Training Program and currently working on the midnight shift with the Field Training Officer Batitsas.
- Chief Rollins participated in a virtual training on August 22 put on by the Illinois Chiefs Association regarding the Safety Act and implementation of the remaining items going into effect September 18.

Administrative

- August 17, Chief Rollins participated in a multi-jurisdictional task force meeting in Chicago reference criminal activity occurring throughout the area and country.
- Officer Hanold participated in a Village Safety Committee meeting hosted at the Village Executive Office on August 18.
- Chief Rollins on August 18 met with a vendor for message board signage on Granart Rd in preparation of the LIV Golf Event.
- Officer Hanold participated virtually with a vendor user group meeting on August 22.
- August 23, Chief Rollins, and Administrative Officer Hanold participated in a LIV Golf Public Safety Meeting hosted at the Sugar Grove Police Department.

Members from all agencies involved were present for the meeting along with members of the event organizer.

- Chief Rollins, Sgts Kurzawa, Durham and Alcaraz, along with Administrative Officer Hanold participated in a Command Staff meeting on August 23.
- Chief Rollins participated in the Department Head staff meeting on August 30 held at the Village Executive office.

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.

- Speed Trailer –deployed on Granart Rd. near Duffy Ln.



Emergency Preparedness:

- Nixle Community Messages sent out:
 - A road closure alert went out on multiple times/dates alerting motorists that BNSF Railroad will be working on the bridge over Rt. 47 and that the road was going to be closed in both directions.



Recent messages from:
Village of Sugar Grove

Alert

Rt 47 near the overpass of the RR Bridge is now open for travel in both directions. BNSF RR has finished for the day. [More »](#)
"Entered: 1 week, 2 days ago "

Alert

RT. 47 Closed for BNSF RR Bridge work starting at 9am [More »](#)
"Entered: 1 week, 2 days ago "

Alert


Reminder: BNSF RR will be working on the RR Bridge over Rt. 47. Rt. 47 will be closed in both directions starting Tuesday at 9am. [More »](#)
"Entered: 1 week, 2 days ago "

Advisory

AVOID RT. 30 east of Dugan Rd. for the next couple of hours due to

Receive messages by email & text message

Sign Up!

powered by:  NIXLE

- Emergency Warning Sirens monthly and weekly testing continues. They are functioning properly as of August 28, the last weekly test.

Upcoming Activities:

- Food Truck Friday- September 15, 2023
- LIV- Chicago Invitational September 18-24, 2023
- Kaneland Homecoming Parade- October 2023



Public Works Staff Report

TO: Village President and Board of Trustees
FROM: Brad Merkel, Public Works Director
DATE: August 30, 2023

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

Meetings:

On August 18, 2023, Brian Schiber and myself attended the Phase 1 & 2 Main Street Resurfacing Project Meeting, this project is scheduled for a spring 2024 letting.

On August 25, 2023, Brian Schiber attended the Pre-Construction Meeting for the Norris Road Resurfacing Project. This project is scheduled to start on September 5, 2023.

On August 15, 2023, Brian Schiber, Michele Piotrowski and I met to discuss the Village Water System, Treatment and Capacity.

Training:

On August 18, 2023, Chris Lemke and Bryan Beach attended the Village Safety Committee Meeting.

Annual Road Program:

This project is complete except for minor punch list items and landscaping that is scheduled to be completed in early September.

Central Fays Lane and Creek Crossing Water Main Replacement Project:

The water main installation is complete and in service and all residential services have connected to the new main. The contractor is currently framing and pouring curb as well as removing old Fire Hydrants. Resurfacing is scheduled to happen in the near future.

LED Street Light Conversion Project:

Staff applied for the ComEd Energy Efficiency Program Incentive to convert all the Street lights to LED within the East & West Sides of Town, Prairie Glen and Gordon Road for a total of 121 streets and received approval. Staff have received the streetlights; installation is scheduled to begin in September.

Metronet Expansion:

Metronet has started the expansion of their infrastructure to include services to Hannaford Farms and Stafford Woods.

Norris Road Resurfacing Project:

The contractor began concrete repairs on September 5, once the concrete repairs are completed, they will begin milling operations and finishing up with resurfacing.

Public Works Field Operations:

Staff completed a total of 247 JULIE tickets since the last staff report.

Staff have been testing and servicing fire hydrants in preparation for this year's hydrant painting project.

Staff repaired 2 storm sewer catch basins and replaced 60 curbs.

Staff trimmed 8 parkway trees.

Staff completed shouldering on the following roads, Granart, Dugan, West Wheeler, Prairie and Hanks.



ECONOMIC DEVELOPMENT DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees

FROM: Michael Cassa, Economic Development Director

Date: September 1, 2023

Summary of Attraction/Retention Projects and Prospects

95 Park- met with potential day care tenant for the former Chesterbrook building on August 15.

AIM Physical Therapy- conducting site search for larger lease space.

BDM Property- following up on two RFPs by submitting site information on the BDM property.

Breakfast/Lunch Restaurant- met with restaurant owners that are interested in Sugar Grove on August 22nd.

Burnt Barrel Social- Staff provided assistance for the August 16, 2023, grand opening.

Commercial Property Enhancement Program- scheduled a meeting with Rocky's Dojo for September 6 to discuss CPEP grant application.

Dolan & Murphy Real Estate- scheduled meeting for September 14 with developer interested in the property.

Graham Out Lot- follow up continues regarding a national tenant that is negotiating to locate on the out lot next to the Shell station.

Heartland Business Center- working with business that is considering relocating from St. Charles and building a new facility on Heartland Drive.

Patrick Commercial Real Estate- met broker Matthew Racshe for lunch on August 22.

Principle Construction- met with construction company on September 1 that has a client interested in building a new facility on Heartland Drive.

Marketing and Outreach:

Coffee with Konen- participated in the August 22 meeting that was focused on economic development.

Data Centers- scheduled meeting with ComEd officials for September 5 regarding service for potential data centers.

Data Centers- toured a data center in Aurora.

DCEO- Attended the DCEO Road Show event on August 31 in Rochelle.

International Council of Shopping Centers- staff is continuing work on booth displays for the Sugar Grove exhibit at the ICSC Chicago show on October 10, 2023, at the Chicago Hilton.

Sugar Grove Economic Development Corporation- the EDC board of directors met on August 23, 2023.

Village of Sugar Grove Initiative Update September 5, 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.	Work on this initiative has been slowed due to increase time needed for FOIA request responses.
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.	Work on this initiative has been slowed due to increase time needed for FOIA request responses.
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.	The Deputy Clerk worked with Public Works to start processing documents.
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.	Staff has joined the City-County Communications & Marketing Association, which provides resources and training for local government communicators. The first training course is scheduled July 20.
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.	The bank has us set up for ACH payment to vendors. The form has been created for vendors to sign up and will be sent out with the next round of AP checks to begin gathering the data.
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.	Phase II of the Institute is being held November 12-16, 2023 in Bloomington, IL. In June at the annual Conference, I volunteered for the education committee of IMTA, which is responsible for finding the speakers for the Institute. I have been active in helping attain the presenters.
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.	
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	

Village of Sugar Grove Initiative Update September 5, 2023

Initiative		Time in Months	Estimated Cost	Actual Cost	FY 23-24 Departmental Measurable Objective	Update
CD3	Building Code comprehensive update	5	\$ -		VB approval (ordinance)	Staff reviewing new code
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.
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	Brochure being developed.
ED5	Exhibit at the International Council of Shopping Centers Show	6	\$ 1,000		Report on the results of the October 10, 2023 trade show.	Planning has begun for the Village exhibit booth at the show.
ED6	Hold an EDC reception for brokers/developers at Rich Harvest Farms	7	\$ -		Report on the results of the November 9, 2023 event	Planning has begun planning for the reception.
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. Staff met with vendor on June 15 and is working through logistics. Staff met with a member from the vendor resource and is exploring ways at funding the costs

Village of Sugar Grove Initiative Update September 5, 2023

Initiative		Time in Months	Estimated Cost	Actual Cost	FY 23-24 Departmental Measurable Objective	Update
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. Staff met with Randy Endean, Kane County Emergency Management Specialist/Planner, to review the current plan and get templates for updates on 6/20. Staff is meeting twice monthly to complete the update. Staff continues to meet and will be pushing out specific EMA modules to their respective Village Departments. Work on this initiative has been slowed due to increase time needed for FOIA request responses in the Clerk's Office.
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	The VB authorizd entering into an agreement with Williams Architects at their August 16 Board Meeting. The Police Department will begin space needs and functional operational discussions with Williams Architects over the next six to eight weeks.
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 study is underway.
PW1	Central Fay's Lane and Creek Crossing Water Main Replacement	6		\$ 961,366	Complete the Watermain Replacement & Repaving	Project began June 12, 2023 and is currently 65% complete and on schedule.
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	January 2024 letting thru IDOT
PW4	Water System Valve Maintenance Project	36	\$ 100,000		Continue Location and Operation of Valves	Year 2 of 3 Completed
PW5	Crosswalk at US 30 at Municipal Drive	12	\$ 144,760		Installation of Crosswalk at US 30 & Municipal Drive.	Grant Application Completed
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	Fall /Winter completion