



## 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 15, 2023

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

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

**Home Builder** – Staff met with a large public home builder to discuss potential properties in Sugar Grove.

**Montgomery Public Works** – Staff attended the grand opening of the new Montgomery Public Works building.

**ComEd** – Staff met with ComEd to discuss data centers and where ComEd could provide power in Sugar Grove.

**MetroWest Council of Governments** – Staff attended the monthly business meeting of MetroWest.

**Green Energy Savings** – Staff investigated different green energy projects that could save the Village funds in the future.

**Social Media** – Eight Facebook posts were published in the past two weeks including 9/11 Remembrance, Village Offices Closed for Labor Day Food Truck Friday, Street Sweeping Ethics Commission Meetings Village Board Agenda. Over 2,300 people were reached with a post regarding the final Food Truck Friday event.

**Village YouTube Channel** – The audio recording of the September 5<sup>th</sup> 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 regard to the Sugar Grove, LLC development.

**Ethics Commission** – The Village Clerk is working with the Village Attorney to prepared for and hold the Ethics Commission meetings.



## FINANCE DEPARTMENT STAFF REPORT

**TO:** Village President & Board of Trustees  
**FROM:** Matt Anastasia, Finance Director  
**DATE:** September 15, 2023

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

### Tasks/Updates:

- **FY2023 Audit.** The final audit has been received and will be presented by Lauterbach & Amen at the September 19, 2023, Board meeting for approval.
- **Tax Levy.** Staff have begun to work on the Tax Year 2023 Levy. The process with the Board will begin with the October 17, 2023, Board meeting. At that time, the announcement of the total Tax Levy will be presented.
- **RFP Employee Benefits Broker.** We have signed the Broker of Record letters for Gallagher Benefits to take over the services from Better Business Planning. All items will be officially moved over to them effective October 1, 2023.

### Meetings:

- **FNBO Treasury Management Training.** Staff have completed the necessary training for the new FNBO website that is being rolled out in mid-September.
- **BS&A Cloud Implementation Update Meeting.** I attended a meeting with Kevin Schafer from BS&A to discuss the possibility of moving up our timeline to move to the BS&A Cloud. There is a potential that we can move up to fully implemented by October/November 2023, instead of the original schedule of June/July 2024.
- **BS&A Cloud Demo and Intro to Staff.** I coordinated a meeting with all essential staff that utilizes the BS&A software to meet to discuss this implementation but also to see a demo on the new version with BS&A.
- **FSA/HSA/COBRA Administrator.** With the change in Broker, we needed to also change our administrator for the FSA/HSA/COBRA plans the Village has. We have met with a copy recommended through Gallagher Benefits, and will work to get them up and running effective October 1<sup>st</sup>. An Implementation meeting was held on September 15<sup>th</sup> to begin the process.

Conferences/Trainings/Seminars: None

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

	<b><u>As of August 31, 2023</u></b>	<b><u>As of August 31, 2022</u></b>
<b>Account Billings:</b>		
<i>Garbage Accounts</i>	3,326	3,297
<i>Water Accounts</i>	4,332	4,298
<i>Sewer Accounts</i>	4,058	4,023
<i>Road Maintenance</i>	3,508	3,471
<i>ACH Customers</i>	1,115	1,042
<b>Delinquent Accounts:</b>		
<i>1st Step - Late Bills</i>	560	758
<i>2nd Step - Delinquent Notice Sent</i>	42	25
<i>3rd Step - Tag Notice</i>	18	15
<i>4th Step- Water Shut-Off</i>	4	3
<i>Past Due Notices</i>	214	169
<b>Active Payment Plans:</b>	2	2

<b>Outstanding Accounts Receivable:</b>		
<i>After Hours Turn on Fee</i>	\$-	\$-
<i>Construction Charge</i>	(85.00)	(47.50)
<i>Copper &amp; Lead Sampling</i>	(20.00)	(10.00)
<i>Discount</i>	(11.00)	(10.00)
<i>Garbage</i>	4,013.93	5,451.60
<i>Hydrant Fees</i>	264.05	120.00
<i>Lien Fees</i>	-	-
<i>NSF Fee</i>	-	70.00
<i>Road Maintenance Fee</i>	1,433.20	2,133.58
<i>Sewer Maintenance</i>	5,054.38	6,699.20
<i>Sewer Usage</i>	11,030.63	14,088.69
<i>Shut-Off Fee</i>	35.00	-
<i>Tag Fee</i>	109.94	-
<i>Water Maintenance</i>	6,533.18	8,694.10
<i>Water Usage</i>	(8,359.74)	(4,489.04)
<b><u>Total Accounts Receivable</u></b>	<b><u>\$19,998.57</u></b>	<b><u>\$32,700.63</u></b>



# COMMUNITY DEVELOPMENT DEPARTMENT

## ACTIVITY REPORT

### SEPTEMBER 2023

To: President Konen and the Board of Trustees

From: Walter Magdziarz, Community Development Director

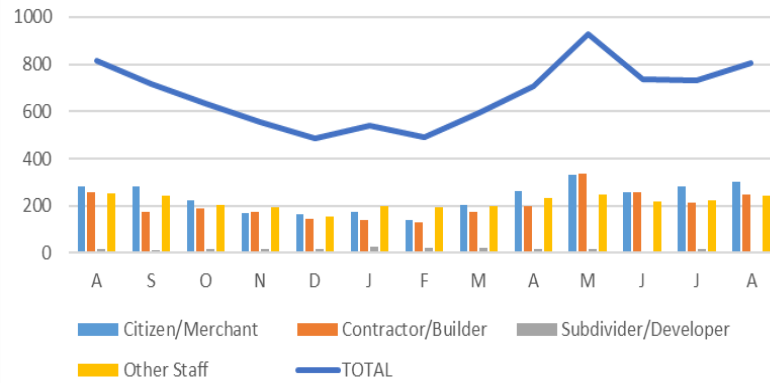
Since our last report, Community Development Department has been involved with the following activities:

- Summary of Permit, Plan Review, Inspection and other activity:**

	2023		2022	
	August	FYTD	August	FYTD
TOTAL PERMITS .....	58	321	65	257
Residential .....	4	18	2	10
Commercial .....	0	0	0	0
All Other Construction .....	54	303	63	247
CONSTRUCTION VALUE .....	\$ 1,702,715	\$ 11,430,148	\$ 1,982,320	\$ 6,871,505
TOTAL NUMBER OF INSPECTIONS .....	302	1,161	234	875
Property Maintenance .....	61	301	57	185
MOWING ORDERS .....	5	137	38	89
Sign removed .....	15	47	1	43
COMPLETION CERTIFICATES ISSUED .....	10	24	1	7
PLAN REVIEWS .....	89	483	97	412
Zoning .....	31	162	27	155
Building .....	58	321	65	257
COMPLAINTS .....	12	41	15	42
Verified .....	10	36	15	40
Corrected .....	10	36	15	39
REQUESTS FOR INFORMATION .....	799	3,202	814	3,104
Residents/Merchants .....	303	1,172	284	1,243
Builder/Contractor .....	249	1,054	257	905
Subdivider/Developer .....	7	50	18	38
Other Village staff .....	240	926	255	918
Special Event Permits .....	3	19	2	23
FOIA Requests .....	1	7	3	17
Miles Driven .....	1,482	5,597	1,281	4,113

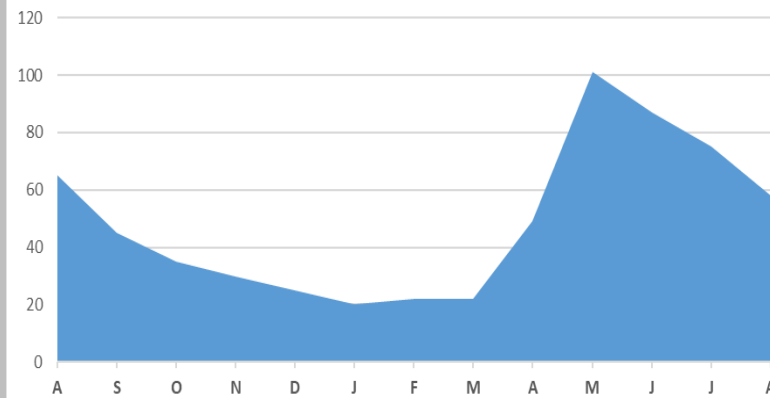
## REQUESTS FOR INFORMATION

(August 2022 thru August 2023)



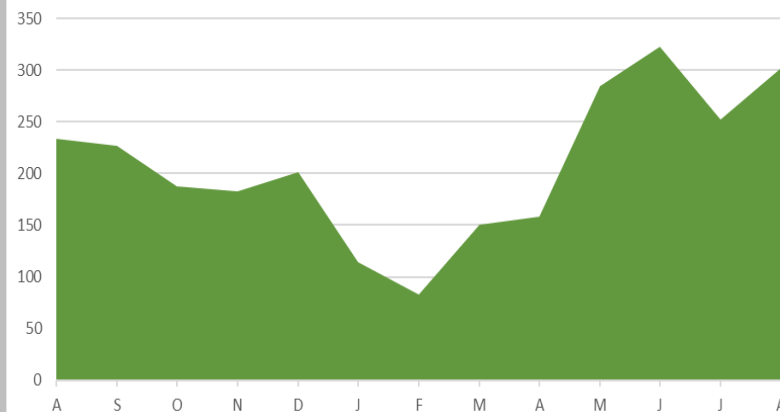
## TOTAL PERMITS ISSUED

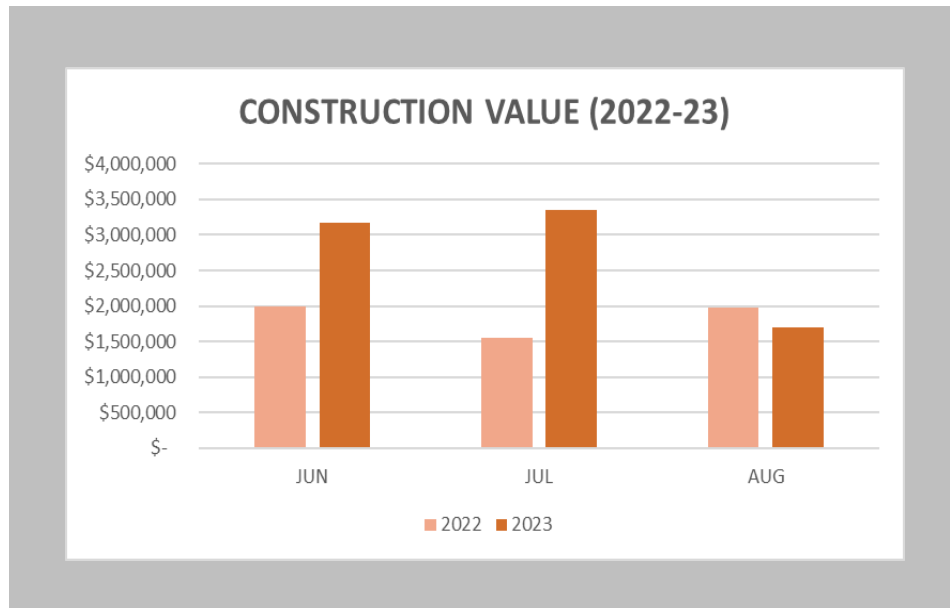
(August 2022 thru August 2023)



## NUMBER OF INSPECTIONS

(August 2022 thru August 2023)





#### Activity highlights.

##### Planning & Zoning

- Prepared agenda material and attended Village Board meeting
- Prepared agenda material and attended Planning Commission meeting
- Issued 3 Special Event permits
- Met with representatives of a business considering relocating to Sugar Grove and discussed zoning approval requirements and how to expedite process
- Met with representatives from Lennar to discuss development opportunities in Village
- Meeting with project engineer for proposed development at Bliss Road and Denny Road
- Consultation with existing business concerning noise abatement for proposed new equipment

##### Building

- Monitoring progress of shell building construction at Sugar Grove Center
- Interior inspections performed; yard work under way at TerraMac on Heartland Drive

##### Property Maintenance/Code Enforcement

- Meeting with new Village Prosecutor, prep for adjudication hearing
- Sign violation corrected
- Removed 4 signs from rights-of-way



## **POLICE DEPARTMENT STAFF REPORT**

**TO:** PRESIDENT & BOARD OF TRUSTEES  
**FROM:** PAT ROLLINS, CHIEF OF POLICE  
**DATE:** SEPTEMBER 15, 2023

### **Significant Police Events**

- Police Presence for a well-being check in the 700 block of Greenfield on September 11.
- Officer Brett Thoele was selected as the department's new school resource officer at Harter Middle School. His first day assigned to the school began on September 11.

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

- Police Law Institute monthly computerized training for September covers the following topics: decisions handed down by the U.S. Supreme Court during 2023 effecting law enforcement officers.
- Monthly Defensive Tactics Training for September covers defensive counterstrikes.
- 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. He is anticipated to going into his last phase of training in the next couple of weeks before being out on his own.
- September 5, the police command staff participated in virtual training regarding the last component of the Safe T Act going into effect on September 18. The presentation was provided by State's Attorney Mosser and Deputy Chief Sanders from Montgomery Police Department. The training was offered to all Kane County Agencies.

### **Administrative**

- Chief Rollins participated in the Department Head staff meeting on September 6 held at the Village Executive office.

- Chief Rollins attended a sub-committee meeting at Tri-Com on September 6 regarding Tri-Com's structural documents.
- Officer Hanold participated in a virtual statewide advisory meeting on CESSA (Community Emergency Services and Supports Act) on September 11.
- September 12, Chief Rollins attended a radio study kick-off meeting at Tri-Com.
- Chief Rollins virtually participated in a meeting regarding the LIV Golf Event. Coordination between the construction project on Rt. 30 and the event traffic was the main topic of discussion.
- Food Truck Friday- September 15, 2023, hosted in the PD parking lot.

### **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:
  - None sent.





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 September 11, the last weekly test.

**Upcoming Activities:**

- LIV- Chicago Invitational September 18-24, 2023
- Kaneland Homecoming Parade- October 4, 2023



## Public Works Staff Report

TO: Village President and Board of Trustees  
FROM: Brad Merkel, Public Works Director  
DATE: September 13, 2023

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

### **Meetings:**

On September 7, 2023, Brian Schiber and myself attended the phase 2 kick-off meeting for the Black Berry Creek Pedestrian Bridge Project. This project is scheduled for a 2024 letting.

On September 7, 2023, Chris Lemke and Tim Goodlet attended the quarterly Fox Metro meeting to discuss future projects, sewer back-ups and general business.

### **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 as well as all concrete work. Resurfacing and landscaping are scheduled to happen soon.

### **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.

**Fire Hydrant Painting Project:**

This project has been completed.

**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 121 JULIE tickets since the last staff report.

Staff cleaned 166 storm sewer catch basins in Windsor Point.

Staff completed shouldering on the following roads, Prairie, Gordon and Hankes.

Public Works staff set-up and worked the Food Truck Friday Event.



## **ECONOMIC DEVELOPMENT DEPARTMENT STAFF REPORT**

TO: Village President and Board of Trustees

FROM: Michael Cassa, Economic Development Director

Date: September 14, 2023

### **Summary of Attraction/Retention Projects and Prospects**

AIM Physical Therapy- submitted potential sites for larger lease space for AIM.

DCEO- met with DCEO officials and a local company on September 7 regarding state incentive programs.

CBRE- met the head of the data center practice at CBRE on September 13 in Oak Brook.

Commercial Property Enhancement Program- the CPEP team will meet on September 27 to review the grant application submitted by Rocky's Dojo.

Dolan & Murphy Real Estate- met with developer on September 14 that is interested in the property.

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

Millco Investments- assisting owner of the out lot next to Ace Hardware for potential development.

Primo's Mexican Cuisine- met owner Carlos Martinez on September 8 regarding the opening of his new restaurant in the former Subway lease space. This will be the third Primo's location in the area.

Southern Café- met with owner of St. Charles restaurant on September 8 about future location in Sugar Grove.

### **Marketing and Outreach:**

Data Centers- met with ComEd officials on September 5 regarding data center development.

Kiwanis Club- attended the Kiwanis Club Social at Burnt Barrel on September 12