



## 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:** October 13, 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 this winter.

**Solar** – Staff is negotiating the contract with General Energy. Jim Eckert from the Plan Commission offered to review the contract with staff. A meeting is scheduled for next week. Finally, the Village Zoning Ordinance will need to be updated to allow solar on government property.

**Public Relations** – Staff continues to meet with Krantz Strategies to increase communications with residents.

**ICSC Chicago** – Staff attended ICSC Chicago with Economic Development staff.

**Java with Jeff** – Staff and President Konen attended Java with Jeff to discuss topics with Representative Keicher and members of the community.

**Annual ICMA Conference** – Administrator Koeppel attended the 2023 ICMA Conference. Key sessions included leading in crisis, AI in local government, leading a multigenerational workplace, family leave benefits, and using analytics to execute goals. The conference was also an excellent opportunity to network with peers.

**Social Media** – Ten Facebook posts were published in the past two weeks including Village Board Agenda, Halloween Decorating Contest, Milling on Norris Road, Offices Closed for Columbus Day, Fatal Car Crash Notice, Past Due Notice Error, Street Sweeping. Over 4,400 people were reached with a post regarding the Kaneland Homecoming Parade.

**Village YouTube Channel** – The audio recording of the October 3<sup>rd</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 regarding the Sugar Grove, LLC development.

**Ethics Commission** – The Village Clerk completed work for the Ethics Commission.



## FINANCE DEPARTMENT STAFF REPORT

**TO:** Village President & Board of Trustees  
**FROM:** Matt Anastasia, Finance Director  
**DATE:** October 13, 2023

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

### Tasks/Updates:

- **Diversified Benefits Services - Administrator.** We have completely implemented services of Diversified Benefits for HSA/FSA and COBRA Administration. The Broker of Record has officially been updated without Medical and Dental providers as well. We are just waiting on renewals to be released.
- **Tax Levy.** The Tax Levy process will begin at the November 7<sup>th</sup> Board meeting with the announcement and approval of the Tax Year 2023 Levy Amount.
- **Sondra Moore Resignation.** Sondra has resigned from the Village with an effective date of October 11, 2023. Internal discussions were had, and the current Deputy Village Clerk Rachel Wortham expressed interest in the position. We have made the decision to move Rachel into the Part-Time Finance Clerk vacancy and will make the transition into this position at the end of October.

### Meetings:

- **Pre-Renewal Meeting – Gallagher Benefits.** Brett and I attended a pre-renewal meeting with our Account representative with Gallagher Benefits. We went over all the in's and out's of our plans to bring them up to spend on how we work as an organization. We are at a point of waiting for the renewals to be released by Guardian and Blue Cross Blue Shield.
- **IMTA Institute Planning Meeting.** I attended the final IMTA Institute Planning Meeting, where we finalized all the presenters and speakers. This will be held in Bloomington, IL on November 12-16, 2023.
- **SB Friedman Update.** A brief meeting was held with SBF and staff regarding the TIF Report and update.
- **IRMA Board of Directors Meeting.** I attended the quarterly IRMA Board of Directors meeting. Of note, the items on the agenda were 2024 Personnel Report which

discussed COLA and Merit increase amounts for IRMA staff, preliminary budget, and interest income. The final budget will be approved at the December meeting, along with the interest income credit.

**Conferences/Trainings/Seminars:**

**IRMA Education Summit – October 11, 2023, NIU-Naperville**

This is held annually by IRMA, where the topics are of importance to all of the members. Brett and I are attending the IRMA summit this year. Topics include:

- Keynote morning: Lessons Learned from the 2022 Highland Park Shooting.
- Social Media and the First Amendment
- Recommended Policy & CBA Changes Based on Employment & Labor Law Developments
- How to Build Trust & Expertise with After Action Reviews (AAR's)
- OSHA is Here...Are you Ready?
- Keynote afternoon: Post-Traumatic Purpose: An Empowering Course on Leadership, Mental Wellness & Resiliency

**IGFOA – Payroll Seminar – October 12, 2023, NIU-Naperville**

Sherly and I attended the annual payroll seminar held by IGFOA and Lauterbach & Amen. This covers all changes for 2023/2024, and items we should be reviewing annually. This seminar is always fill with an immense amount of knowledge.

**Accounts Receivable through September 30, 2023:**

	<u>As of September 30, 2023</u>	<u>As of September 30, 2022</u>
<b>Account Billings:</b>		
<i>Garbage Accounts</i>	3,325	3,306
<i>Water Accounts</i>	4,332	4,301
<i>Sewer Accounts</i>	4,057	4,026
<i>Road Maintenance</i>	3,506	3,474
<i>ACH Customers</i>	1,563	1,049
<b>Delinquent Accounts:</b>		
<i>1st Step - Late Bills</i>	566	622
<i>2nd Step - Delinquent Notice Sent</i>	34	47
<i>3rd Step - Tag Notice</i>	14	23
<i>4th Step- Water Shut-Off</i>	2	4
<i>Past Due Notices</i>	188	183
<b>Active Payment Plans:</b>	2	0

<b>Outstanding Accounts Receivable:</b>		
<i>After Hours Turn on Fee</i>	\$-	\$75.00
<i>Construction Charge</i>	(32.50)	(22.50)
<i>Copper &amp; Lead Sampling</i>	(40.00)	(10.00)
<i>Discount</i>	(8.79)	(10.00)
<i>Garbage</i>	3,806.53	5,575.54
<i>Hydrant Fees</i>	2,637.57	-
<i>Lien Fees</i>	-	-
<i>NSF Fee</i>	35.00	37.50
<i>Road Maintenance Fee</i>	1,451.63	2,073.81
<i>Sewer Maintenance</i>	5,315.03	6,415.84
<i>Sewer Usage</i>	10,172.42	12,682.87
<i>Shut-Off Fee</i>	35.00	35.00
<i>Tag Fee</i>	105.00	70.00
<i>Water Maintenance</i>	6,637.01	8,260.65
<i>Water Usage</i>	(6,871.23)	(5,142.70)
<b><u>Total Accounts Receivable</u></b>	<b><u>\$23,242.67</u></b>	<b><u>\$30,041.01</u></b>



**COMMUNITY DEVELOPMENT DEPARTMENT**  
**ACTIVITY REPORT**  
 OCTOBER 2023

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

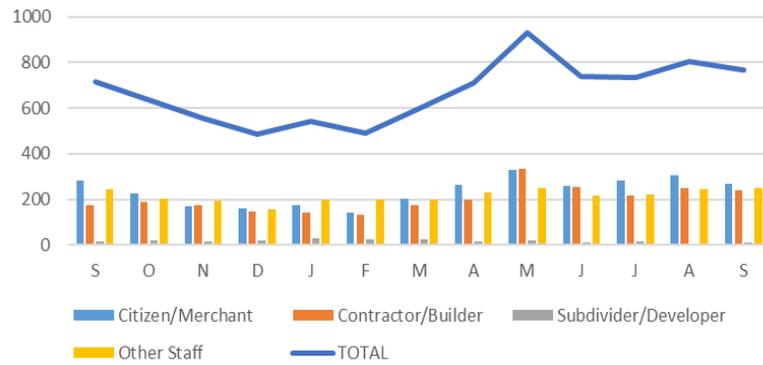
Since our last report, Community Development Department has been involved with the following activities:

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

	2023		2022	
	September	FYTD	September	FYTD
TOTAL PERMITS .....	79	400	45	302
Residential .....	3	21	3	13
Commercial .....	0	0	1	1
All Other Construction .....	76	379	41	288
CONSTRUCTION VALUE .....	\$ 2,007,671	\$ 13,437,819	\$ 1,405,546	\$ 8,277,051
TOTAL NUMBER OF INSPECTIONS .....	263	1,424	227	1,105
Property Maintenance .....	39	343	46	231
MOWING ORDERS .....	0	137	8	97
Sign removed .....	17	64	5	48
COMPLETION CERTIFICATES ISSUED .....	6	30	5	12
PLAN REVIEWS .....	113	596	69	481
Zoning .....	34	196	24	181
Building .....	79	400	45	302
COMPLAINTS .....	2	43	0	42
Verified .....	0	38	0	40
Corrected .....	2	38	0	39
REQUESTS FOR INFORMATION .....	766	3,968	716	3,820
Residents/Merchants .....	267	1,439	282	1,525
Builder/Contractor .....	241	1,295	176	1,081
Subdivider/Developer .....	11	61	14	52
Other Village staff .....	247	1,173	244	1,162
FOIA Requests .....	1	8	0	17
Miles Driven .....	1,376	6,973	1,118	5,231

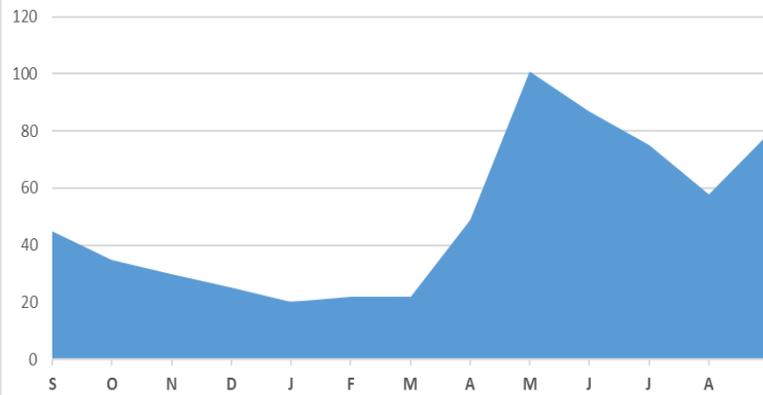
### REQUESTS FOR INFORMATION

(September 2022 thru September 2023)



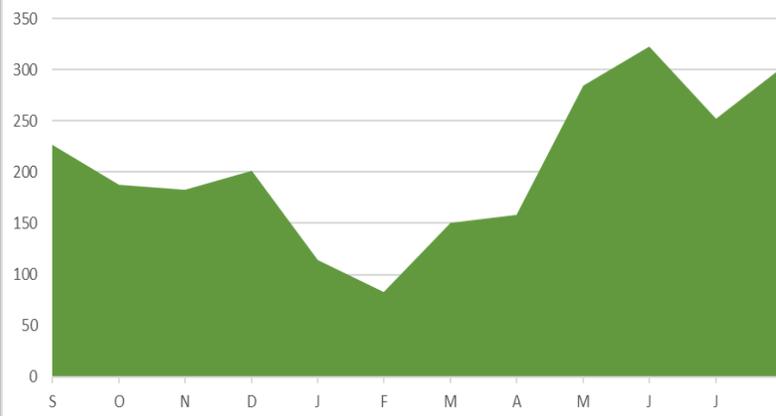
### TOTAL PERMITS ISSUED

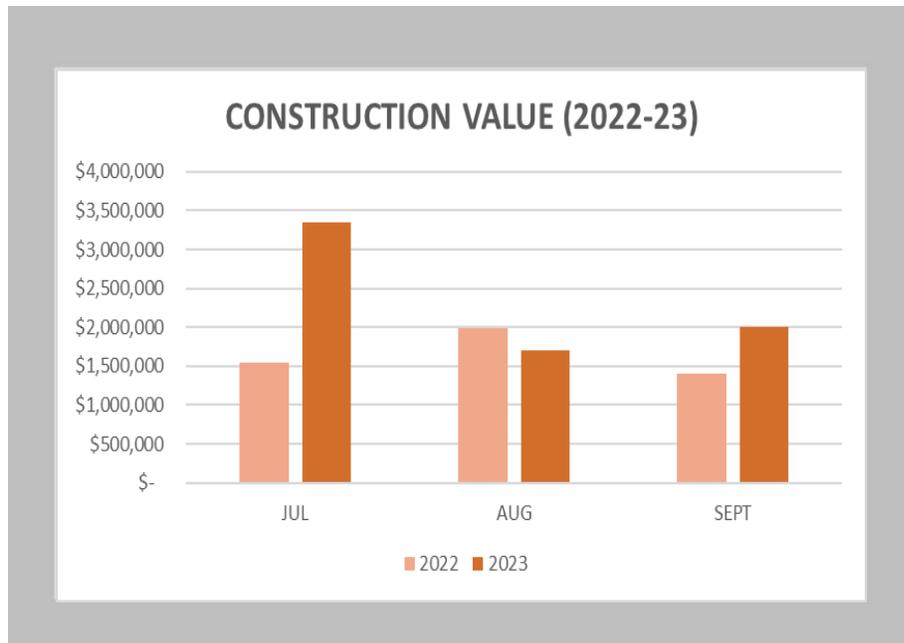
(September 2022 thru September 2023)



### NUMBER OF INSPECTIONS

(September 2022 thru September 2023)





**Activity highlights.**

**Planning & Zoning**

- Prepared agenda material and attended Village Board meeting
- Prepared agenda material and attended Planning Commission meeting
- Participated in weekly management meetings
- Issued 3 Special Event permits
- Held a pre-application meeting with contractor for solar farm proposed on Aurora Municipal Airport property
- Consultation with applicant for pending County zoning change application
- Prepared final revisions of proposed Planning Commission by-laws

**Building**

- Collaborating with owner of Sugar Grove Center Lot 17 on resolving various construction issues
- Assisting homeowner plagued by unresponsive contractors

**Property Maintenance/Code Enforcement**

- Removed 4 signs from right-of-way
- Focusing on closing out open files for the season



## **ECONOMIC DEVELOPMENT DEPARTMENT STAFF REPORT**

TO: Village President and Board of Trustees

FROM: Michael Cassa, Economic Development Director

Date: October 16, 2023

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

95 Park- lease has been presented to a new daycare tenant for the former Chesterbrook building.

AIM Physical Therapy- provided information on three potential sites for Sugar Grove business that is looking to expand to a larger facility.

BEI- following up with out-of-state investor that has purchased the property.

By Design- following up with company considering building a new facility on Heartland Drive.

Commercial Property Enhancement Program- On October 3, the Village board approved the grant application submitted by Rocky's Dojo.

Data Centers- virtual meetings were held with two data center developers on October 3.

SVN- follow up with real estate broker that represents the industrial site at the northwest corner of Route 30 and Dugan Road.

Sugar Grove-based Industrial Firm- assisting a local company that is looking to acquire 5-10 acres for the construction of a new facility.

### **Marketing and Outreach:**

International Council of Shopping Centers- the Village of Sugar Grove exhibited at the 2023 ICSC Chicago show at the Hilton Chicago on October 10. Scott Koepfel and Michael Cassa staffed the Sugar Grove booth. The exhibit space featured two large displays, the Comprehensive Plan, information packets on Sugar Grove, and copies of the Town Square brochure. Visitors to the Sugar Grove booth were invited to enter a chance to win a foursome with lunch, donated by Rich Harvest Farms. Staff will follow up with

brokers, developers and corporate real estate managers that represented restaurants and retailers at the show.



## Public Works Staff Report

TO: Village President and Board of Trustees  
FROM: Brad Merkel, Public Works Director  
DATE: October 12, 2023

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

### **Meetings:**

On October 2, 2023, I attended the Public Works Safety Meeting, Public Works holds monthly Safety Meetings to go over training opportunities, IRMA grant's and to review safety certifications/license expiration dates.

On October 5, 2023, President Konen and I met with representatives from the Township, Park District and the Community House to discuss this year's Ice Rink set-up and take down.

On October 11, 2023, Chris Lemke and Terri Ferrario meet with representatives from BSI. BSI is the company that provides back flow prevention device monitoring for the Village. I am happy to say we have a 99% compliance rate. We currently have 797 backflow devices in the Village with only 2 that are non-compliant currently.

### **Annual Road Program:**

This project is complete except for minor punch list items.

### **Central Fays Lane and Creek Crossing Water Main Replacement Project:**

This project is complete except for minor punch list items.

### **Metronet Expansion:**

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

**Norris Road Resurfacing Project:**

The binder course was completed on October 11, 2023. The surface course is scheduled to be completed the week of October 16, 2023.

**Public Works Field Operations:**

Staff completed a total of 187 JULIE tickets since the last staff report.

Staff removed 27 parkway trees in preparation for the fall Parkway Tree replacement program. A total of 52 Parkway Tree's will be planted this fall.

Staff repaired 3 catch basins.

Staff replaced one fire hydrant and auxiliary valve on Maple St.

Staff have repaired 3 streetlights since the last staff report.

The replacement ROW John Deere tractor was received on October 4, 2023.

Public Works staff participated in and assisted with traffic control for the Kaneland Homecoming Parade.



## **POLICE DEPARTMENT STAFF REPORT**

**TO:** PRESIDENT & BOARD OF TRUSTEES  
**FROM:** PAT ROLLINS, CHIEF OF POLICE  
**DATE:** OCTOBER 14, 2023

### **Significant Police Events**

- Friday, October 6, Fatal Traffic Accident occurred on Rt. 56 near I-88 in the westbound lanes. Two vehicles involved, with one vehicle heading eastbound in the westbound lanes.

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

- Police Law Institute monthly computerized training for October covers the following topics: Examining the Pre-Trial Fairness Act.
- Monthly Defensive Tactics Training for October covers spontaneous knife defense.
- Sgt. Kurzawa and Records Clerk Pat Smart continue to work on NIBRS compliance and are evaluating our program from the bottom up.
- Officer Thoele attended the annual Illinois Property and Evidence Custodian conference September 27-29.
- Chief Rollins attended the Illinois user group meeting for our Records Management Software on October 3 and 4<sup>th</sup> held in Elgin.
- Officers Gilkey and Bruno attended the annual police pension conference from October 4 through the 6<sup>th</sup>.
- Officer Thoele attended the Illinois Homicide Investigators conference October 10-12.
- Chief Rollins attended the International Chiefs of Police Association Conference from October 14 through October 17.

### **Administrative**

- The Village of Sugar Grove was this year's host site for Kaneland's Homecoming Parade on October 4<sup>th</sup>.
- Chief Rollins participated in the Department Head staff meeting on October 4<sup>th</sup> held at the Village Executive office.

- Chief Rollins participated in the Joint Fire and Police Operations Committee meeting at Tri-Com on October 10<sup>th</sup>.
- Chief Rollins participated in the Department Head staff meeting on October 11<sup>th</sup> held at the Village Executive office.
- Administrative Officer Hanold participated in the monthly Administrative Tow Hearings hosted at the Sugar Grove Police Department on October 11.
- The Police Department Command Staff meeting occurred on October 11. The Chief, Sergeants, and the Administrative Officer attended the meeting.

### **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:
  - Two messages were sent out regarding the fatal traffic crash that occurred on October 6<sup>th</sup>. The initial message that the westbound lanes of Rt. 56 from the I-88 ramp was closed. The second message was sent out approximately 4 hours later advising that the roadway was re-opened.


 Recent messages from:  
**Village of Sugar Grove**

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**Advisory**
 Update to Westbound I-88 to Rt. 56 ramp closure. The roadway is now open. [More »](#)  
*"Entered: 1 week, 2 days ago "*

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**Alert**
 Police activity Westbound Exit I-88 ramp to Route 56 . Avoid area. road blocked [More »](#)  
*"Entered: 1 week, 2 days ago "*

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**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 month, 3 weeks ago "*

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**Alert**
 RT. 47 Closed for BNSF RR Bridge work starting at 9am [More »](#)  
*"Entered: 1 month, 3 weeks ago "*

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- Emergency Warning Sirens monthly and weekly testing continues. They are functioning properly as of October 9th, the last weekly test.

**Upcoming Activities:**

- Holiday in the Grove – December 2, 2023