



ADMINISTRATION DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees
FROM: Scott Koeppel, Village Administrator
DATE: November 7, 2023

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

Kaneland – Administrator Koeppel attended the annual meeting of Kaneland municipal officials. At the meeting the school district provided updates on the referendum, enrollment, the IgKnight Academy, and Capital Projects. The municipalities updated the school district on projects and other notable events. The school district thanked Sugar Grove for the success of the new SRO, traffic control at Harter, and the event celebrating Lisa Campise.

Sugar Grove LLC - Meetings with Crown or about Crown remain the focus of Administration. Staff hopes to receive formal applications from Crown in December.

Solar - Staff anticipates approval of the Solar project at the December 5th meeting along with an update to the zoning ordinance to allow solar on municipal property.

Hiring – The Executive Assistant position was posted and the Village received over 200 applications. Finance and Administration staff reviewed the applications and scheduled round 1 of interviews.

DeKind – Finance and Administration files are being migrated to the Office 365 cloud to reduce the Village's reliance on local servers.

Social Media – Administration staff and Krantz Strategies continue to update the Village's social media pages.

Village YouTube Channel – The audio recording of the October 17th Village Board Meeting was uploaded to the site.

FOIA Requests – Administration and Finance continue to handle numerous large FOIA requests. Most of the voluminous requests are regarding the Sugar Grove, LLC development.



FINANCE DEPARTMENT STAFF REPORT

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

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

Tasks/Updates:

- **FY2023 TIF #1 & TIF #2 Reports.** I have completed the FY2023 TIF #1 & TIF #2 Reports and filed them with the Illinois Comptroller. The Joint Review Board meeting is scheduled for November 28th.
- **Executive Assistant/Village Clerk Job Posting.** The job posting for the position was posted on October 18, 2023, to the Village website, Facebook Page, ILCMA job webpage, and Indeed. As of November 2nd, the Village has received over 215 applications for the position. 1st Interviews will begin the week of November 7th, with the Holidays it is hopeful the position will be filled by the end of the year.
- **FY2023-2024 6-Month Budget Update.** Staff have started the FY2023-2024 6-Month budget update. This will be presented to the Board at the December 5, 2023, Board meeting.
- **Personnel Handbook Update.** We are in the final revision stage of the personnel handbook update. This will be discussed with the Board on December 5th, with approval on December 19th. This is the first full handbook revision in at least 10+ years. The revision will be sent to the Board ahead of time to give as much review time as possible prior to discussion.

Meetings:

- **2024 Insurance Renewal – Gallagher Benefits.** The Village has received our Insurance Renewal for 2024, this was the first completed with Gallagher Benefits. Overall, the Village's medical composite average increase for renewal was 5.82%, which is below the average Gallagher has been seeing from their other clients of our size. Dental renewal came back with a pass (0%) increase for 2024. Life Insurance had a 8.45% increase (only \$348 annual increase). For 2024, the Village also had Gallagher Benefits go out for additional voluntary benefits for its employees; those benefits included Vision Insurance

and Additional Life Insurance. This will be 100% voluntarily paid by the employee. Open Enrollment will begin November 17th and end on December 4th.

- **IRMA Executive Safety Committee.** The quarterly meeting was held with Staff from every department present to go over any safety, policy, or other concerns. No major concerns were raised. We discussed we will be moving our Training Day from MLK Day, to Columbus Day starting in 2024.
- **PMA Advisors – Forecasting Tool.** I met with Andrew Kim from PMA Advisors to go over a new forecasting tool regarding Property Taxes they have created. It was a beneficial meeting; however, the tool is more focused towards Library Districts rather than municipalities at the moment. They are crafting revisions and updates and will bring it back once they have refined the tool.
- **BS&A Preliminary Data Extraction.** BS&A has done the preliminary data extraction for our upcoming upgrade to the Cloud version. The Final Data Extraction is scheduled for Wednesday, November 22nd at 12p. At this time, the Village's system will be down for use until Monday, November 26th at 1p. Residents will still be able to make payments online, however, it will not reflect on their account until the system is back up running.

Conferences/Trainings/Seminars: None

Accounts Receivable through October 31, 2023:

	<u>As of October 31, 2023</u>	<u>As of October 31, 2022</u>
Account Billings:		
<i>Garbage Accounts</i>	3,325	3,304
<i>Water Accounts</i>	4,332	4,304
<i>Sewer Accounts</i>	4,057	4,029
<i>Road Maintenance</i>	3,506	3,478
<i>ACH Customers</i>	1,563	1,041
Delinquent Accounts:		
<i>1st Step - Late Bills</i>	566	759
<i>2nd Step - Delinquent Notice Sent</i>	34	32
<i>3rd Step - Tag Notice</i>	14	15
<i>4th Step- Water Shut-Off</i>	2	2
<i>Past Due Notices</i>	188	186
Active Payment Plans:	2	0

Outstanding Accounts Receivable:		
<i>After Hours Turn on Fee</i>	\$-	\$-
<i>Construction Charge</i>	(30.00)	-
<i>Copper & Lead Sampling</i>	(40.00)	(10.00)
<i>Discount</i>	(9.47)	(13.00)
<i>Garbage</i>	5,571.65	6,646.24
<i>Hydrant Fees</i>	2,572.25	90.00
<i>Lien Fees</i>	-	-
<i>NSF Fee</i>	35.00	35.00
<i>Road Maintenance Fee</i>	2,005.32	2,399.54
<i>Sewer Maintenance</i>	6,449.29	7,631.66
<i>Sewer Usage</i>	12,009.22	14,220.96
<i>Shut-Off Fee</i>	70.00	70.00
<i>Tag Fee</i>	246.53	28.22
<i>Water Maintenance</i>	7,964.45	9,805.24
<i>Water Usage</i>	(6,019.15)	(3,300.84)
<u>Total Accounts Receivable</u>	<u>\$30,825.09</u>	<u>\$37,603.02</u>



COMMUNITY DEVELOPMENT DEPARTMENT

ACTIVITY REPORT

NOVEMBER 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
- Ongoing work on code maintenance
- Meeting with local business owner concerning relocation and expansion of business
- Meeting with homebuilder about interest in developing property in Sugar Grove
- Reviewed 2 Special Event Permit applications
- Coordinating application requirements with developer
- Consultations with Economic Development Director concerning potential locations for interested business
- Meeting with land owner considering development options
- Begin working on 6-month budget update

Building

- Working on resolution of several contractor issues at Sugar Grove Center Lot 17
- Collaborating with contractors on winter conditions for occupancies and finals

Code Enforcement/Property Maintenance

- Removed 2 signs from right-of-ways



POLICE DEPARTMENT STAFF REPORT

TO: PRESIDENT & BOARD OF TRUSTEES
FROM: PAT ROLLINS, CHIEF OF POLICE
DATE: NOVEMBER 3, 2023

Notable Police Events

- Sugar Grove Police Officers participated with Halloween Trick-or-Treaters. Officers handed out candy to many in the neighborhoods.



- The DEA Prescription Take Back Initiative was held on Saturday, October 28 from 10am to 2pm. Residents turned in over 8 pounds of product during this timeframe. Overall, the department dropped off 6 boxes, totaling over 122.1 pounds to the DEA on October 30. (The amount collected since the last drop off in April)

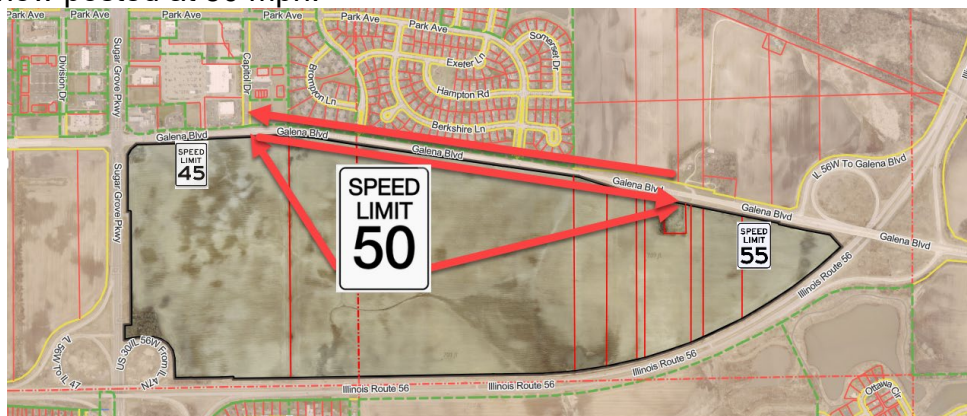


Conferences / Training / Seminars

- Police Law Institute monthly computerized training for October covered the following topics: Examining the Pre-Trial Fairness Act.
- Monthly Defensive Tactics Training for October covered 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.
- Starting November 2, Chief Rollins is attending a four-week Internal Affairs program on-line. The training occurs on Thursday and some of the Fridays.

Administrative

- Chief Rollins received a letter from IDOT regarding a traffic speed study that was completed for Galena between Sugar Grove Parkway and the eastern border, Gordon. Based on the speed study, IDOT is reducing the speed limit adjacent to Windsor Pointe Subdivision. A section of the roadway was posted at 55 mph and is now posted at 50 mph.



An educational campaign utilizing the speed trailer and officer awareness for a couple of weeks will be taking place, alerting the motoring public to the new speed limit.

- Chief Rollins and Sheriff Hain on October 18 participated in a follow up meeting regarding the LIV Golf Event with the Executive Team at Rich Harvest Farms.
- On October 18, Chief Rollins attended the Executive Safety Committee meeting with all departments at the Village Executive Office conference room.
- Administrative Officer Hanold and Chief Rollins attended the monthly meeting of the Kane County Chiefs of Police Association on October 19 hosted at the Coroner/Sheriffs annex facility in St. Charles.
- Members of the police department assisted Kaneland Harter Middle School on October 25 for their barricade drill.
- Sugar Grove Officers assisted John Shields Elementary School with their barricade drill on October 25.
- Chief Rollins participated in a nationwide phone call on October 27 regarding the conflict in the Middle East updating law enforcement across the country.

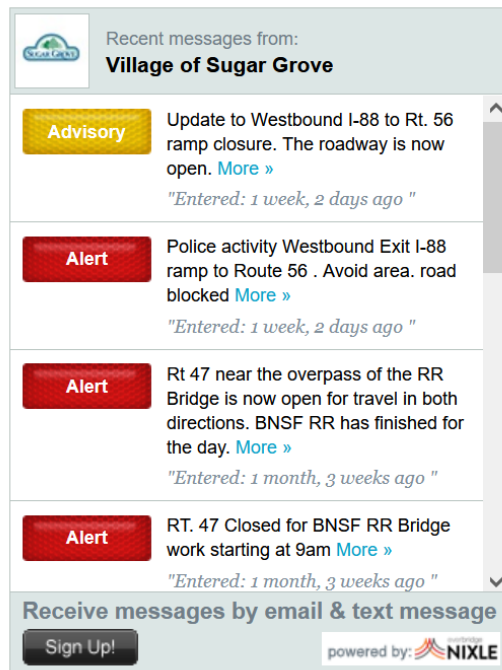
- Chief Rollins participated in the Department Head staff meeting on November 1st held at the Village Executive office.

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.

Emergency Preparedness:

- Nixle Community Messages sent out:
 - None sent out during the past period.



- Emergency Warning Sirens monthly and weekly testing continues. They are functioning properly as of October 30, the last weekly test.

Upcoming Activities:

- Holiday in the Grove – December 2, 2023



Public Works Staff Report

TO: Village President and Board of Trustees
FROM: Brad Merkel, Public Works Director
DATE: November 1, 2023

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

Meetings:

On October 2, 2023, I attended a webinar hosted by the IDNR on Flood Plain Permits and Ordinance Administration.

On October 24, 2023, I attended a webinar hosted by Beet Heet, Beet Heet is the product we use to pre-treat our salt to make it more effective ultimately requiring less salt per center lane mile.

On October 26, 2023, Brian Schiber attended the KKCOM Full Council meeting.

On October 31, 2023, Chris Lemke and I meet with representatives from EEI to discuss lead service line inventory options, we do not believe the Village has any lead service lines. However, the IEPA requires a lead service line survey to be completed by April 24, 2023.

On November 1, 2023, I attended a meeting with representatives from IDOT to discuss the Rt 47 widening project utility relocations.

On November 2, 2023, I attended a meeting with M.E. Simpson to discuss Electro Scan Technologies, Electro Scan is used to detect Inflow & Infiltration within sanitary sewer systems.

Training:

Chris Lemke attended the Annual IPWMAN Conference in Bloomington, October 24th-26th. IPWMAN developed and maintains a statewide network of public works related agencies whose principal purpose is to provide mutual aid response and recovery assistance to each other when confronted with natural or man-made emergencies and disasters.

Chris Lemke, Tim Goodlet, Alan Pease and Trent Copper attended IEPA Fall Regulatory update on October 26, 2023.

Annual Road Program:

This project is complete except for minor punch list items.

Central Fays Lane and Creek Crossing Water Main Replacement Project:

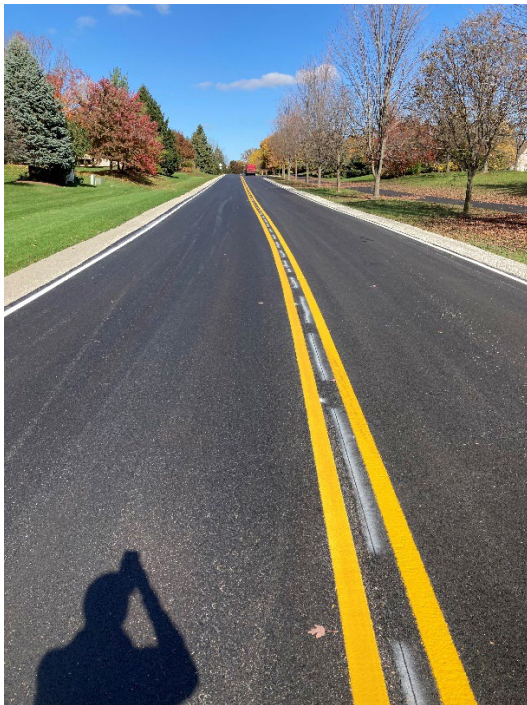
This project is complete except for minor punch list items which will be completed in the spring.

Metronet Expansion:

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

Norris Road Resurfacing Project:

This project is complete.



Public Works Field Operations:

Staff completed a total of 176 JULIE tickets.

Staff ground and restored 30 tree stumps in preparation for the fall Parkway Tree replacement program. A total of 52 Parkway Trees were planted this fall.

Staff repaired 3 curb repairs.

Staff replaced 4 damaged street signs.

Staff have repaired 9 streetlights and removed 1 streetlight that was damaged when a vehicle hit it.

Well # 2 Abandonment was completed by Layne Western.

The Snow & Ice Control Fleet has been serviced and is ready for winter operations.



ECONOMIC DEVELOPMENT DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees

FROM: Michael Cassa, Economic Development Director

Date: November 2, 2023

Summary of Attraction/Retention Projects and Prospects

AIM Physical Therapy- the broker for AIM has met with the representatives of the three potential sites provided to AIM by the Economic Development Department.

BEI- Participated in a virtual meeting on October 18 with the out-of-state investor that has purchased the property.

CBRE- participated in a virtual meeting on November 1 with the lead broker for the Prairie Grove Commons and Cope listings, as well as other properties in Sugar Grove.

Commercial Property Enhancement Program- following up with the three grant recipients regarding the progress on their projects.

Heartland Business Center- conducting a site search for a business on Heartland Drive that is looking for a site to construct a larger facility.

LFI- following up with Location Finders International on potential restaurants for the site next to Aldi.

O'Neil Property Group- met with commercial broker at his Yorkville office on November 1.

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

Marketing and Outreach:

BEDC- Michael Cassa led a panel discussion on site selection at the state's basic economic development conference on October 16. The other panelists were Paulina San Millan (Intersect Illinois) and Ed Sitar (ComEd).

BRE- Staff is drafting a plan for business retention/expansion visits to local companies.

Halloween Decorating Contest- the home at 922 Edgewood won the decorating contest. There were 21 entries. Staff will schedule the presentation of the gift card by the Village President to the winner.

International Council of Shopping Centers- following up with the contacts made at the Sugar Grove booth during the 2023 ICSC Chicago show at the Hilton Chicago.

Village of Sugar Grove Initiative Update November 3, 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.	Staff is processing our first Accounts Payable ACH payment to vendors on 11/7 after doing all of the test files with the bank.
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.	Sheryl and I both attended a Payroll Seminar held by IGFOA. Brett will be attending a basic government accounting training held by IGFOA. With the transition of Rachel to Utility Billing, we will be getting her UB training as soon as we can.

Village of Sugar Grove Initiative Update November 3, 2023

Initiative		Time in Months	Estimated Cost	Actual Cost	FY 23-24 Departmental Measurable Objective	Update
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)	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	Plan being developed for retention visits.
ED4	Launch a campaign to secure new Investors for the EDC	7	\$ -		Track progress on number of new Investors	List of potential investors being created.
ED5	Exhibit at the International Council of Shopping Centers Show	6	\$ 1,000		Report on the results of the October 10, 2023 trade show.	The Village exhibited at the show on October 10.
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.

Village of Sugar Grove Initiative Update November 3, 2023

Initiative		Time in Months	Estimated Cost	Actual Cost	FY 23-24 Departmental Measurable Objective	Update
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
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. Village employees are currently undergoing NIMS training at all levels the training is to be completed by the end of 2023.
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. November 2023, Staff is working behind the scenes on files and preperation for a mock assessment.
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. A Kick-off meeting has been set up with the Archictects for November 10 with the team.
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	This Project is complete, a punchlist will be completed in the spring.
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

Village of Sugar Grove Initiative Update November 3, 2023

Initiative		Time in Months	Estimated Cost	Actual Cost	FY 23-24 Departmental Measurable Objective	Update
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	November completion
PW7	Lead Service Line Inventory	12	\$ 30,000		Complete Village Wide Lead Service Inventory	Fall /Winter completion