



ADMINISTRATION DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees
FROM: Scott Koeppel, Village Administrator
DATE: December 5, 2023

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

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. Solar on municipal property went through the ZBA.

Hiring – The Executive Assistant position was offered to the top candidate and accepted. The new employee starts January 3rd.

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 November 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: December 1, 2023

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

Tasks/Updates:

- **IRMA BWC Grant.** I worked with the Chief to apply through IRMA for a Body-Worn Camera Grant for \$10,000. We are awaiting a response.
- **Executive Assistant/Village Clerk Job.** A job offer has been extended and accepted for the open position. The new employee will begin with the Village on January 3, 2024.
- **FY23-24 6-Month Budget Update.** Staff completed the 6-month update and is to be presented at the December 5th Board meeting.
- **BS&A Cloud Upgrade.** The Village went live with the new upgrade to the Cloud version of our government software BS&A. This went live on Monday, November 27th. Staff is getting used to the new looks, feel and features of the software overall.

Meetings:

- **Investment Committee.** The bi-annual investment committee meeting was held November 10th with PMA, President Konen, VA Koeppel and me. Discussions were had regarding the maturities in December 2023/January 2024 of roughly \$2m, as well as the additional balances at the local bank. These will be invested/re-invested to capture the above average interest rates.
- **Open Enrollment.** We held the 2024 Open Enrollment meeting on November 16th for all eligible staff. Gallagher Benefits was there for the first time as our new Broker to go over all the information.
- **TIF Joint Review Board Meetings.** The Village held the annual Joint Review Board meetings for TIF #1 and TIF #2 on November 28th.

Conferences/Trainings/Seminars:

FOIA Officer Training – I have completed my annual FOIA Officer Training.

IMTA Treasurer Institute Phase II – Bloomington, IL - November 12-16, 2023

I attended Phase II of the Illinois Municipal Treasurer Institute to become a Certified Municipal Treasurer. I was part of the Education Committee that gathered all the speakers and presenters for the Institute this year. I plan on applying to get my Certification this year.

Accounts Receivable through November 30, 2023:

	<u>As of November 30, 2023</u>	<u>As of November 30, 2022</u>
Account Billings:		
<i>Garbage Accounts</i>	3,332	3,313
<i>Water Accounts</i>	4,342	4,322
<i>Sewer Accounts</i>	4,066	4,046
<i>Road Maintenance</i>	3,513	3,494
<i>ACH Customers</i>	1,531	1,043
Delinquent Accounts:		
<i>1st Step - Late Bills</i>	531	713
<i>2nd Step - Delinquent Notice Sent</i>	64	42
<i>3rd Step - Tag Notice</i>	N/A	18
<i>4th Step- Water Shut-Off</i>	N/A	0
<i>Past Due Notices</i>	-	236
Active Payment Plans:	3	1

Outstanding Accounts Receivable:		
<i>After Hours Turn on Fee</i>	\$-	\$-
<i>Construction Charge</i>	72.50	-
<i>Copper & Lead Sampling</i>	(40.00)	(10.00)
<i>Discount</i>	(4.00)	(13.00)
<i>Garbage</i>	6,362.97	6,340.87
<i>Hydrant Fees</i>	30.00	329.34
<i>Lien Fees</i>	-	-
<i>NSF Fee</i>	-	70.00
<i>Road Maintenance Fee</i>	2,311.11	2,309.01
<i>Sewer Maintenance</i>	7,557.46	7,597.68
<i>Sewer Usage</i>	12,017.75	14,052.70
<i>Shut-Off Fee</i>	70.00	-
<i>Tag Fee</i>	175.00	280.00
<i>Water Maintenance</i>	9,269.50	9,849.25
<i>Water Usage</i>	(5,555.34)	(3,536.43)
<u>Total Accounts Receivable</u>	<u>\$32,266.95</u>	<u>\$37,269.42</u>



COMMUNITY DEVELOPMENT DEPARTMENT

ACTIVITY REPORT

DECEMBER 2023

To: President Konen and the Board of Trustees

From: Walter Magdziarz, Community Development Director

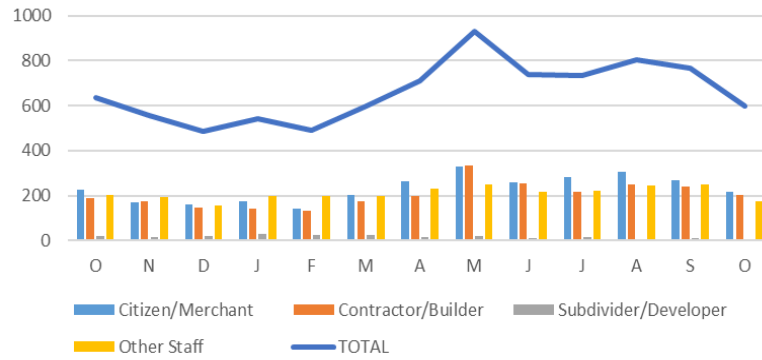
Since our last report, Community Development Department has been involved with the following activities:

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

	2023		2022	
	October	FYTD	October	FYTD
TOTAL PERMITS	52	452	35	337
Residential	1	22	2	15
Commercial	0	0	0	1
All Other Construction	51	430	33	321
CONSTRUCTION VALUE	\$ 1,199,644	\$ 14,637,463	\$ 1,826,381	\$ 10,103,432
TOTAL NUMBER OF INSPECTIONS	220	1,644	188	1,290
Property Maintenance	18	361	36	267
MOWING ORDERS	0	137	0	97
Sign removed	2	66	28	76
COMPLETION CERTIFICATES ISSUED	5	35	2	13
PLAN REVIEWS	72	668	51	532
Zoning	20	216	16	195
Building	52	452	35	337
COMPLAINTS	0	43	0	42
Verified	0	38	0	42
Corrected	0	38	0	42
REQUESTS FOR INFORMATION	599	4,567	634	4,454
Residents/Merchants	216	1,655	224	1,749
Builder/Contractor	203	1,498	189	1,270
Subdivider/Developer	7	68	18	70
Other Village staff	173	1,346	203	1,365
FOIA Requests	6	14	0	17
Miles Driven	1,326	8,299	1,079	6,310

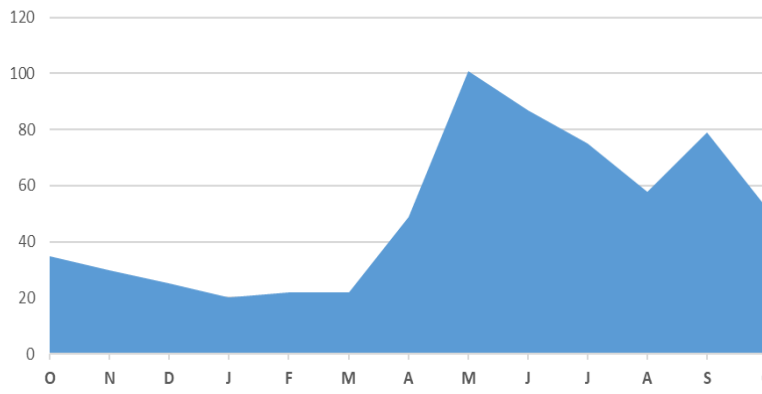
REQUESTS FOR INFORMATION

(October 2022 thru October 2023)



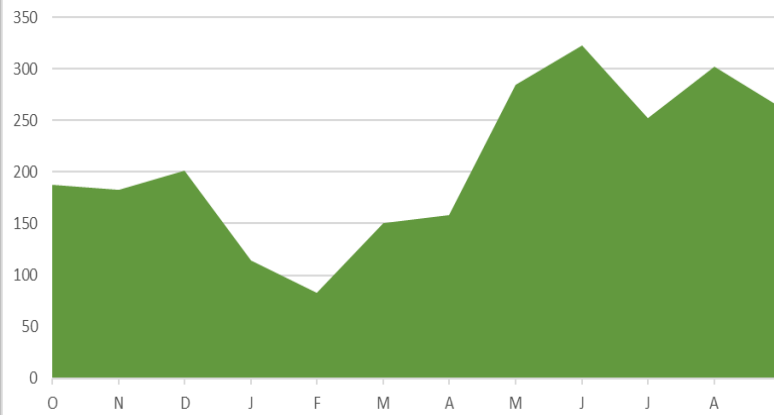
TOTAL PERMITS ISSUED

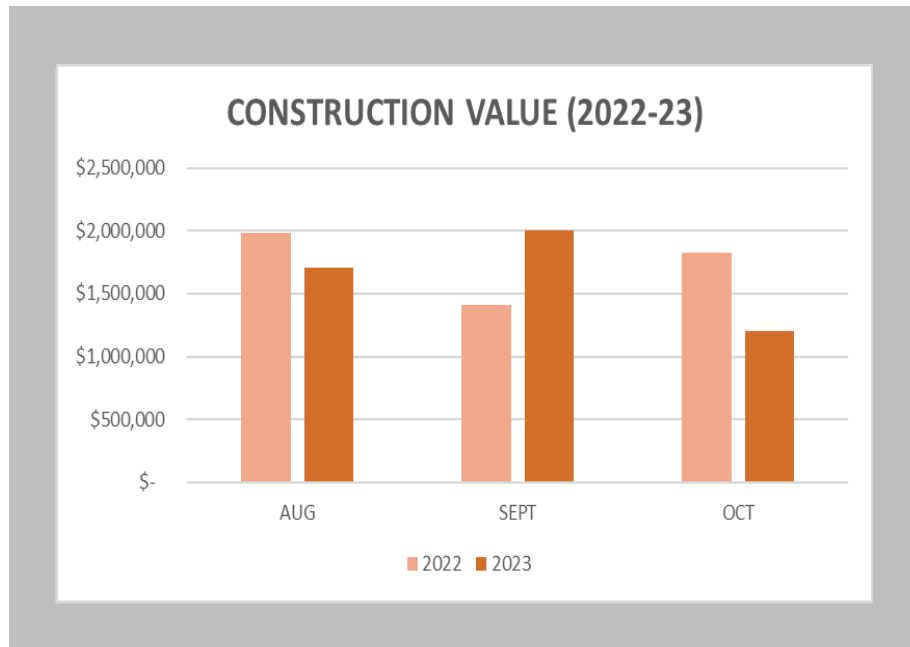
(October 2022 thru October 2023)



NUMBER OF INSPECTIONS

(October 2022 thru October 2023)





Activity highlights.

Planning & Zoning

- Prepared agenda material and attended Village Board meeting
- Prepared agenda material and attended Planning Commission meeting
- Attended Economic Development Corporation broker event
- Participated in weekly management meetings
- Issued 1 Special Event permit
- Met with interested developer and Economic Development Director concerning potential industrial development
- Met with design team for solar farm proposed on Aurora Municipal Airport property
- Provided assistance to Economic Development Director for potential development sites

Building

- Assisting homeowner plagued by unresponsive contractors
- Issued final occupancy for Suagr Grove Center Lot 17 shell permit and issued four tenant improvement permits
- Completed temporary sidewalk connection on Jones Road (Settlers Ridge) with PW assistance to remove public safety issue

Property Maintenance/Code Enforcement

- Removed 2 signs from right-of-way



POLICE DEPARTMENT STAFF REPORT

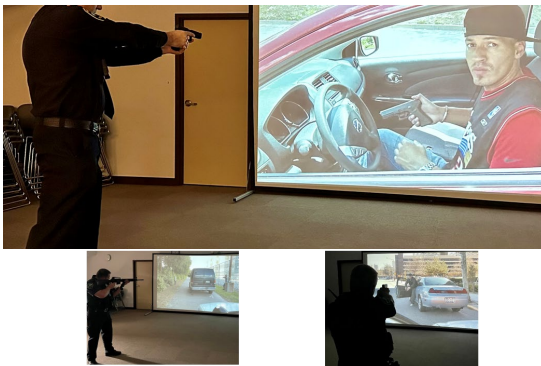
TO: PRESIDENT & BOARD OF TRUSTEES
FROM: PAT ROLLINS, CHIEF OF POLICE
DATE: DECEMBER 1, 2023

Notable Police Events

- Village Tree Lighting on December 1 and Holiday in the Grove on December 2 both community engagement events took place.

Conferences / Training / Seminars

- Police Law Institute monthly computerized training for November covered the following topics: Implicit Bias and Cultural Competency.
- Monthly Defensive Tactics Training for November covered weapon retention.
- Detective Batitsas attended a 40hr Homicide Investigator class from November 13 through November 17, hosted at the North Aurora Police Department.
- Chief Rollins continued in an Internal Affairs class that met on-line November 9, 16, and 17th.
- On November 14, Chief Rollins attended a Hate Crimes: Recognition and Reporting Training that was sponsored by the International Chiefs of Police and Illinois Attorney's Generals Office hosted in Naperville.
- The police department has been training with a Firearms Training Simulator from Meggitt since November 15. The training has been occurring regularly in the Board Room. It will be broken down and returned to NEMRT on December 4.



Administrative

- November 8, Administrative Officer Hanold oversaw the monthly Administrative Tow/Code Enforcement Hearings for the multi-jurisdictional agencies here in the Board Room.
- Chief Rollins participated in the Department Head staff meeting on November 15 held at the Village Executive office.
- Chief Rollins participated in the on-boarding of a new software module from our vendor regarding performance evaluations that occurred on November 15.
- On November 15, a Command Staff meeting occurred at the police department.
- The monthly Board of Police Commissioners meeting took place on November 15 with Chief Rollins in attendance.
- On November 17, police personnel along with other village departments participated in the Village's annual benefits open enrollment with the new vendor and Matt Anastasi hosted in the Board Room.
- On November 28, police personnel from all divisions met with Williams Architects as part of the on-going space needs study.
- Chief Rollins participated in the Department Head staff meeting on November 29 held at the Village Executive office.
- On November 30 Chief Rollins participated virtually with the FBI CJIS Advisory Policy Board meeting.
- Sgt. Kurzawa and Records Clerk Pat Smart continue to work on NIBRS compliance and are evaluating our program from the bottom up.

Directed Patrols and Crime Prevention Activity

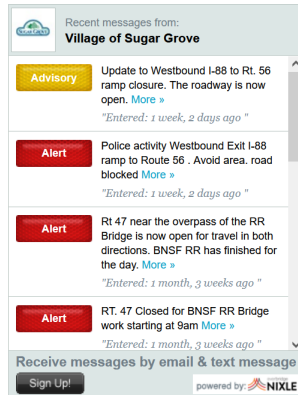
- Officers continue to drive through all neighborhoods during the overnight hours alerting residents that have open overhead garage doors. They are contacting residents to secure their garage.
- Speed Trailer –deployed on Galena as part of the educational campaign as IDOT reduced the speed limit down to 50mph.



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 November 27, the last weekly test.

Upcoming Activities:

- Tree Lighting-December 1, 2023
- 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 30, 2023

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

Meetings:

On November 9, 2023, I met with representatives from T-Mobile to discuss their future 5G improvements within the Village. They plan to submit a project soon.

On November 10, 2023, I, along with other Village staff attended a meeting at IDOT to discuss the IL 47 widening project and utility relocations. The Village will have to relocate a portion of water main and a sanitary sewer force main.

On November 13, 2023, I met with representatives from HR Green to discuss future STP Projects. We will be submitting Wheeler Rd from Division to Esker and Dugan Rd from Bucktail Lane to the south Village limits.

On November 14, 2023, I meet with representatives from the Illinois State Water Survey to discuss current and future shallow ground water aquifer levels. The Village currently uses only deep aquifers for our water system, however we do have 2 shallow wells that are for emergency/back-up use only.

On November 28, 2023, I attended the NWPA Virtual meeting.

On November 30, 2023, I attended the Kane Groundwater Sustainability Group Meeting.

Metronet Expansion:

This Project is Complete.

Public Works Field Operations:

Staff completed a total of 172 JULIE tickets.

Staff repaired 1 curb and 4 asphalt patches.

Staff have repaired 4 streetlights and removed 2 streetlights that were damaged when a vehicle hit them.

The final row mowing cycle was completed.

Staff restored the sidewalk that was removed by Nicor to repair the gas leak at Cross St. We will invoice Nicor for the sidewalk repairs.

Staff replaced 3 electric heaters at various lift stations and well 10.

Staff repaired a water main break on Calkins Drive, the 6" steel water main developed a circumference crack.

In preparation for next year's Road Program staff has been inspecting b-boxes, valve vaults, sanitary sewer and storm sewers for any deficiencies and potential location conflicts.

SNOW & ICE CONTROL TOTALS:

Date:	Total Snow/Ice Fall:	Total Miles Driven:	Tons of Salt Used
11/26/2023	2" of Snow	475	69
11/27/2023	Drifting	120	0
Totals		595 miles	69 Tons



ECONOMIC DEVELOPMENT DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees

FROM: Michael Cassa, Economic Development Director

Date: December 1, 2023

Summary of Attraction/Retention Projects and Prospects

688 Heartland- scheduling meeting with the broker for an electrical contractor that is interested in building an new facility at 688 Heartland.

Former Old Second Building- followed up with the new owners of the former bank building to discuss potential office tenants.

JRE Consulting- preparing site information on the Cope, and the other adjacent properties, for a meeting on December 6 with a potential buyer.

Millco Development- participated in a conference call with the owner of the vacant out lot facing Galena Road at Sugar Grove Center.

Prairie Grove Commons- followed up with a commercial development company that wanted detailed information on Prairie Grove Commons.

Primo's Mexican Grille- met with the owner on November 29 to discuss his plans for a grand opening.

Sugar Grove Center Lot 17- following up on two potential tenants for the center.

Met with the owner of a Sugar Grove-based manufacturing company that is interested in purchasing a site to build a new facility.

Marketing and Outreach:

The Sugar Grove Economic Development Corporation hosted a reception for real estate brokers and developers on November 9 at Rich Harvest Farms. Village President Jen Konen addressed the gathering, welcoming them to Sugar Grove. Village Trustees Matt Bonnie, Sean Michels and Jamie White, and

members of the Village staff also attended the event. In total, 54 people were in attendance. Follow up meetings have already been scheduled with seven brokers/developers. Each guest received a gift bag with items from Rosewood Farms. The EDC is grateful to Mr. Rich and the team at Rich Harvest Farms for their tremendous support.

Staff has begun reaching out to companies that provide demographic services to compare data points and fees. The demographic service will replace NextSite, which has been providing those services.

Staff attended the TIF Joint Review Meeting on November 28.