



ADMINISTRATION DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees
FROM: Scott Koeppel, Village Administrator
DATE: December 19, 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.

Enhancement Committee – The first official meeting of the Enhancement Committee was on Friday the 15th.

Ribbon Cutting – Administration staff attended the ribbon cutting ceremony for Primos Tacos.

Potential Development – Administration, Economic Development, and Community Development staff met with potential developers.

Solar – Staff submitted the signed contract to General Energy. Planning and engineering will start soon.

Hiring – The new Executive Assistant and Village Clerk is scheduled to start on January 3rd.

DeKind – Will start maintenance and moves/adds/changes for the phone system.

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

Village YouTube Channel – The audio recording of the December 5 Village Board Meeting was uploaded to the site. The presentation from SB Friedman was added to the YouTube page.

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 15, 2023

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

Tasks/Updates:

- **Performance Evaluations.** Performance Evaluations have been completed for the Finance Department staff.
- **Fiscal Year 2024-2025 Budget.** The FY2024-2025 Budget process has started for Staff. The first draft of the budget is due January 19, 2024. The Capital Improvement Plan for FY2025-2029 will be updated as well.
- **Tax Year 2023 Levy.** I have filed the Tax Levy and Bond Abatements with the Kane County Clerk.
- **IRMA Body Worn Camera Grant.** The Village has been awarded the \$10,000 Body Worn Camera Grant that I applied for through IRMA.

Meetings:

- **Special Police Pension Board Meeting.** A special Board meeting was held to approve the 2023 Municipal Compliance Report. This was sent to the Village Administrator and is on the board for acceptance at the December 19, 2023 Village Board meeting.
- **Diversified Benefits – HSA Portal Training.** Staff completed training on the new HSA portal for our administrator of our HSA/FSA plans.
- **Economic Development Assistant.** VA Koeppel, ED Director Cassa and FD Anastasia met to discuss next steps in getting the Economic Development Assistant position filled. Anticipated to post in the next week.
- **IRMA Board of Directors.** I attended the quarterly BOD meeting for IRMA. The only main item of note was it was approved to return \$2.5 million in Investment Income back to the membership to be prorated by organization.
- **Route 47 Utilities Relocation.** PW Director Merkel, VA Koeppel and I met to discuss the IL Route 47 widening and utilities relocation the Village will be required to do. This will be a discussion item for the Board and incorporated into our CIP.

Conferences/Trainings/Seminars: None



COMMUNITY DEVELOPMENT DEPARTMENT

ACTIVITY REPORT

DECEMBER 2023

To: President Konen and the Board of Trustees

From: Walter Magdziarz, Community Development Director

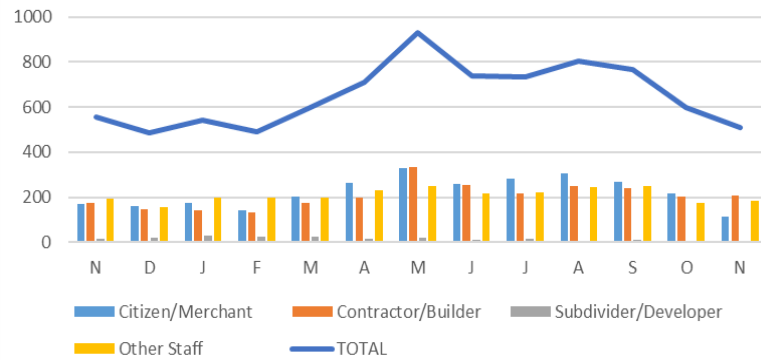
Since our last report, Community Development Department has been involved with the following activities:

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

	2023		2022	
	November	FYTD	November	FYTD
TOTAL PERMITS	42	494	30	367
Residential	7	29	5	20
Commercial	0	0	0	1
All Other Construction	35	425	25	346
CONSTRUCTION VALUE	\$ 2,935,635	\$ 17,573,098	\$ 1,637,514	\$ 11,740,946
TOTAL NUMBER OF INSPECTIONS	235	1,879	183	1,473
Property Maintenance	1	362	4	271
MOWING ORDERS	0	137	0	97
Sign removed	2	68	2	78
COMPLETION CERTIFICATES ISSUED	6	30	3	17
PLAN REVIEWS	64	732	51	583
Zoning	22	238	21	216
Building	42	494	30	367
COMPLAINTS	2	45	8	50
Verified	1	39	7	47
Corrected	1	39	7	47
REQUESTS FOR INFORMATION	507	5,074	556	5,010
Residents/Merchants	114	1,769	169	1,918
Builder/Contractor	206	1,704	176	1,446
Subdivider/Developer	4	72	17	87
Other Village staff	183	1,529	194	1,559
FOIA Requests	2	16	2	19
Miles Driven	614	8,913	749	7,059

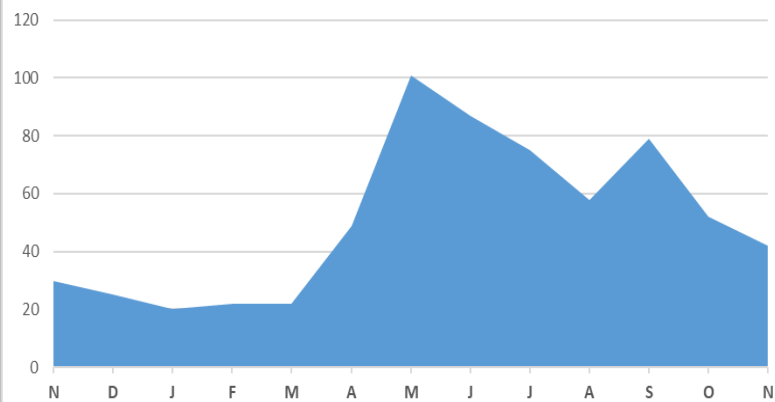
REQUESTS FOR INFORMATION

(November 2022 thru November 2023)



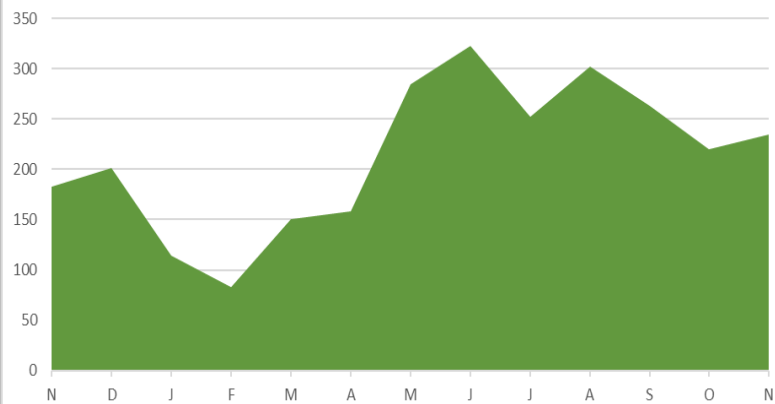
TOTAL PERMITS ISSUED

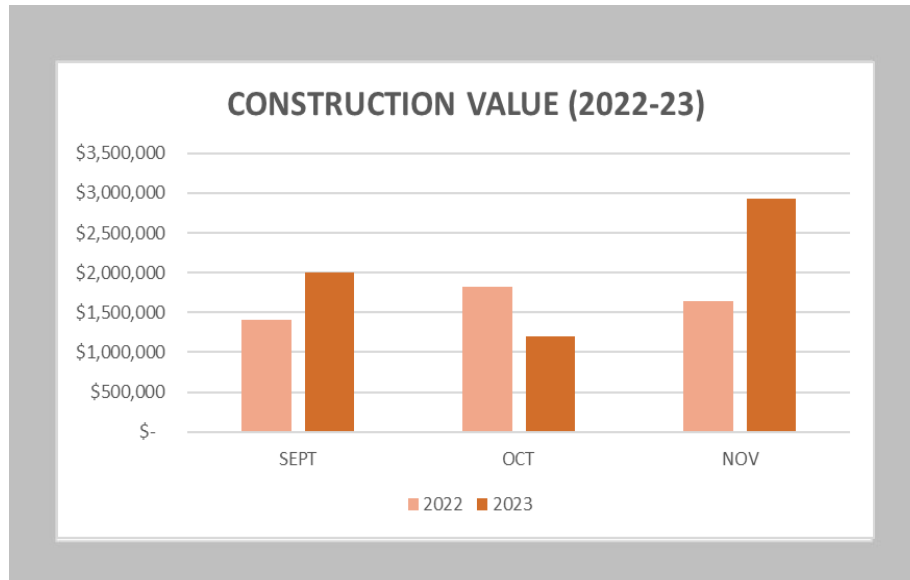
(November 2022 thru November 2023)



NUMBER OF INSPECTIONS

(November 2022 thru November 2023)





Activity highlights.

Planning & Zoning

- Prepared agenda material and attended Village Board meeting
- Transitioning to new BS&A cloud
- Prepared agenda material and attended Planning Commission meeting
- Participated in weekly management meetings
- Meeting with developers interested in developing property in the Village
- Attended seminar on new adjudication legislation and opportunities for the Village
- Consultation with applicant for pending County zoning change application
- Responded to application questions from solar farm developer

Building

- Assisting homeowner with unresponsive contractor

Property Maintenance/Code Enforcement

- Removed 1 sign from right-of-way



POLICE DEPARTMENT STAFF REPORT

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

Conferences / Training / Seminars

- Police Law Institute monthly computerized training for December covers the following topics: wellness for law enforcement.
- Monthly Defensive Tactics Training for December covers control techniques from joint lock to escort position.
- Detective Thoele attended a 40-hour School Resource Officer class from December 11 through December 16, hosted at the Countryside Police Department. Detective Thole is now a certified School Resource Officer (SRO). The certification is good for two years.
- Members of the department participated in the firearm qualification that took place on December 13 at the North Aurora Range.

Administrative

- Chief Rollins participated in the Department Head staff meeting on December 6 held at the Village Executive office.
- Chief Rollins participated in the Kane County DUI Task Force Executive meeting on December 7.
- On December 12, Chief Rollins oversaw the quarterly 100 Club of Kane County virtual meeting with the Executive Board members.
- On December 13, Chief Rollins participated in the Tri-Com Executive Board meeting hosted at our dispatch center, Tri-Com.
- Chief Rollins participated in the Department Head staff meeting on December 13 held at the Village Executive office.
- Administrative Officer Hanold oversaw the monthly adjudication hearing program that was held on December 13 in the Board room.
- Police Chief Rollins along with other staff members from the village participated in the Ribbon Cutting at Primo's Mexican Cuisine on December 13.

- On December 14, Chief Rollins virtually attended the Illinois Chiefs of Police Executive Board meeting.
- Sgt. Kurzawa and Records Clerk Pat Smart continue to work on NIBRS compliance and are evaluating our program from the bottom up.

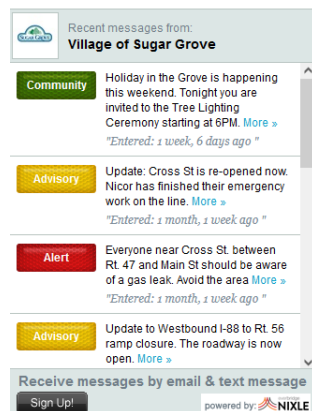
Directed Patrols and Crime Prevention Activity

- 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 December 11, the last weekly test.



Public Works Staff Report

TO: Village President and Board of Trustees
FROM: Brad Merkel, Public Works Director
DATE: December 14, 2023

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

Meetings:

On December 7, 2023, I met with representatives from Fox Metro. I meet quarterly with Fox Metro to discuss projects, development and any issues related to Sanitary Sewer.

On December 11, 2023, I, along with other Village staff and representatives from EEI met to discuss the 2024 Road Program.

On December 14, 2023, Scott, Matt, and I met to discuss the IL 47 Widening Project Utility Relocations. We are currently exploring funding options for this project.

Training:

Chris Lemke completed webinar's 4 & 5 of the ISAWWA leadership training.

Trent Cooper attended 2 APWA fleet management webinars.

Public Works Field Operations:

Staff completed a total of 77 JULIE tickets.

Staff have repaired 3 streetlights.

Staff installed new LED lights on the Holiday Tree at Entrance Park in preparation for the Annual Tree Lighting Ceremony to kick off Holiday in the Grove.

Staff serviced the chipper and chain saws in preparation for seasonal tree trimming.

Staff began trimming parkway trees, the December tree trimming schedule is Meadow Ridge Villas, Hannaford Farms and start the East and West Sides of Town.

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



ECONOMIC DEVELOPMENT DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees

FROM: Michael Cassa, Economic Development Director

Date: December 15, 2023

Summary of Attraction/Retention Projects and Prospects

BDM Property- submitted site information on December 11 for a national golf entertainment venue that is interested in opening their first location in Illinois.

Bobowski Commercial Real Estate- met with real estate firm that represents national tenants on December 6.

CAM Development- met with commercial development company on December 5.

Caton Commercial- met with commercial real estate broker that represents restaurants on December 8.

Former Old Second Bank Building- met with property owner on December 8 to discuss potential tenants for the building.

GMX- follow up with commercial real estate firm that is interested in developing the out lot next to Graham's Shell station.

JEG- met with JEG Consulting on December 6. JEG is interested in development opportunities in Sugar Grove.

Oliver-Hoffmann- met with the head of the foundation that owns the property on Wheeler Road on December 13.

Primo's Mexican Cuisine- participated in the ribbon cutting ceremony on December 13 for the new restaurant that has opened in Sugar Grove Center.

Sugar Grove Center Lot 17- followed up with two potential tenants for the center.

Xceed Real Estate- met with commercial developer on December 12 regarding opportunities in Sugar Grove.

Marketing and Outreach:

Aurora Area CVB- attended the AACVB board of directors meeting and annual board luncheon on December 14 at Two Brothers in downtown Aurora.

Brokers Reception- follow up continues with brokers and developers that attended the November 9 reception at Rich Harvest Farms.

Business Retention/Expansion- finalizing a formal BRE program that will be launched in January.

Commercial Property Enhancement Program- followed up with the three recipients of the CPEP grants regarding the progress of their projects.

DCEO- met with a representative of the Department of Commerce and Economic Opportunity on December 7 regarding the B2B grant program.

Economic Development Assistant- met with the Village Administrator and the Finance Director on December 11 to discuss the hiring process.

Village of Sugar Grove Initiative Update December 19, 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 December 19, 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	11	\$ -		Launch database on website	Database will be completed in March 2024
ED2	Utilize the ACT Customer Relationship program for databases/contacts	6	\$ 900		Launch program	Completed
ED3	Develop and implement a business retention strategy	3	\$ -		Track progress on retention meetings	Formal strategy will be finalized prior to 1/1/24
ED4	Launch a campaign to secure new Investors for the EDC	11	\$ -		Track progress on number of new Investors	Campaign will be launched in March 2024
ED5	Exhibit at the International Council of Shopping Centers Show	6	\$ 1,000		Report on the results of the October 10, 2023 trade show.	Completed
ED6	Hold an EDC reception for brokers/developers at Rich Harvest Farms	7	\$ -		Report on the results of the November 9, 2023 event	Completed

Village of Sugar Grove Initiative Update December 19, 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 December 19, 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	Early Spring completion
PW7	Lead Service Line Inventory	12	\$ 30,000		Complete Village Wide Lead Service Inventory	Winter/Spring completion