



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: August 11, 2023

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

The major focus continues to be the Crown Project. Staff and representatives from Crown Development continue to discuss several aspects of the project.

MetroWest - Administrator Koeppel attended the MetroWest annual event in Elburn and Senators Dewitt and Holmes presented about the budget and the most recent legislative session.

Metropolitan Mayors Caucus - Administrator Koeppel and President Konen attended the meeting and learned about broadband projects, DCEO projects, and county/city collaboration.

School Resource Officer - Police and Administration staff met with Kaneland School District staff to discuss a possible resource officer at Harter Middle School.

Property Owners and Brokers - Economic Development and Administration staff met with local property owners and brokers to discuss undeveloped properties in the Village.

Park District - Administrator Koeppel, President Konen, and Park District staff visited a few different lakes to learn more about potential parks in the Crown Development. The trip was also an excellent opportunity to meet staff from the parks. The staff at Lake Arlington provided excellent information about their park.

Administrative Adjudication - Staff discussed the state law change to non-home rule communities and administrative adjudication. Staff is evaluating adding additional items to our adjudication process.

Capital Improvement Plan - Senior staff discussed the current CIP and worked on a short list of projects to target with grant funds.

Performance Reviews - Administrator Koeppel presented performance review addendums to the Assistant to the Village Administrator and all Department Heads.

Social Media – Twenty-four Facebook posts were published in the past four weeks including the Village Board Agenda, Plan and Police Commission Meeting Agendas, Link to Groovin' in the Grove events notice, Next Coffee with Konen, Electronic Waste Collection Reminder, Phone and Internet Down Notices, Comcast Construction Underway, Utility Bill Errors, Invoice Cloud Now Available. Over 13,000 people were reached with a post regarding a fatal motorcycle accident.

Village YouTube Channel – The audio recording of the July 18th Village Board Meeting was uploaded to the site.



FINANCE DEPARTMENT STAFF REPORT

TO: Village President & Board of Trustees
FROM: Matt Anastasia, Finance Director
DATE: August 11, 2023

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

Tasks/Updates:

- **FY2023-2024 Budget Document.** The budget document has been completed and posted to the Village website.
- **FY2023 Audit.** The Village's audit fieldwork has been completed. Draft financials have been received and are being reviewed. The Audit is scheduled to be presented to the Village Board at the September 19th Board Meeting.
- **Invoice Cloud.** Invoice Cloud went live on July 19th. While there were some noticeable issues during the transition, we have worked through those and everything seems to be worked out. We are already seeing an increased traffic in online/electronic payments.
- **FY22-23 Police Pension Fund Actuarial Study.** The Police Pension Fund actuary study was presented to the Police Pension Board. The contribution decreased \$100k+ for this year due to a change in the rate of return assumption moving from 6% to 6.8% (IPOPIF Rate of Return Assumption). Along with this, there were some portable transfers of service and retirements in the year. While this reduction helps the Village, it is not the long-term best option. The Village has since hired an officer and is planning to hire one additional. Due to the shifts in these determinates, Staff is recommending not reducing the contribution much, if at all, in the upcoming budget. Finance Director Anastasia has requested a 3-year transition plan from Lauterbach & Amen, which smooths the contributions over 3-years, not affecting the Pension Fund as much. It was relayed to the Fund; the Village does not intend to fund below 100% EAN funding and is committed to reducing the Unfunded Liability of the Fund. The Transition Plan will be brought back to the Board once it is received.
- **RFP Employee Benefits Broker.** The RFP for Employee Benefit Broker Services was posted to the Village website and sent out on July 19th after the Board approved it. The RFP was open until August 4th, we received 2 proposals by the deadline. Staff is in process of reviewing the RFP's and will bring back to the Board on September 5th for approval.

Meetings:

- **IRMA Executive Safety.** Staff conducted the quarterly IRMA Executive Safety committee meeting. No items of importance were discussed. An update of the last IMAP recommendations was discussed and will be reviewed at the next meeting to see where we are at on completing the recommendations.
- **Treasurer Luncheon/Discussion.** I attended my every other month Treasurer/Luncheon that was held in Sleepy Hollow. This was well attended again by 11 Treasurers and representatives from Lauterbach & Amen to make a presentation regarding the Management Discussion & Analysis portion of the Audit. I will be hosting the next luncheon in Sugar Grove at Burnt Barrel Social in September.
- **Police Pension Fund Meeting.** The Police Pension Fund had their quarterly meeting. The two main topics of discussion were Cyber Liability Insurance and the annual Actuary.
- **Old Second – Credit Card Processing.** President Konen, VA Koeppel, and I met with Old Second Bank to discuss their credit card processing option to see if they could be of assistance to the Village. Since we have recently moved to Invoice Cloud for this service, we determined that we would look again in 6-8 months after we have had some time with IC. Old Second was also going to check if their processor could integrate with BS&A, our financial software.
- **Illinois Municipal Treasurer Association – Education Committee.** I have volunteered to be on the Illinois Municipal Treasurer Association Education Committee. This committee is responsible for planning and coordinating the annual Treasurer Institute program. This is a program I am a part of to become a Certified Illinois Municipal Treasurer. We met to start the planning of the Institute which is held in November in Bloomington, IL each year. I was a part of the process to try to complete the Police Pension Fund Trustee training, in conjunction with the Institute to reduce the number of conferences/trainings Treasurers are required to attend. We have been able to get this accomplished and will eliminate one training annually, and have it all completed each year at the same time as the Institute.

Conferences/Trainings/Seminars: None

Accounts Receivable through July 31, 2023:

	<u>As of July 31, 2023</u>	<u>As of July 31, 2022</u>
Account Billings:		
<i>Garbage Accounts</i>	3,318	3,289
<i>Water Accounts</i>	4,324	4,292
<i>Sewer Accounts</i>	4,049	4,017
<i>Road Maintenance</i>	3,499	3,466
<i>ACH Customers</i>	1,069	1,039
Delinquent Accounts:		
<i>1st Step - Late Bills</i>	860	611
<i>2nd Step - Delinquent Notice Sent</i>	44	58
<i>3rd Step - Tag Notice</i>	26	23
<i>4th Step- Water Shut-Off</i>	4	3
<i>Past Due Notices</i>	194	186
Active Payment Plans:	0	2
Outstanding Accounts Receivable:		
<i>After Hours Turn on Fee</i>	\$-	\$-
<i>Construction Charge</i>	(137.50)	(72.50)
<i>Copper & Lead Sampling</i>	(10.00)	-
<i>Discount</i>	-	(12.00)
<i>Garbage</i>	5,889.78	5,799.56
<i>Hydrant Fees</i>	263.87	57.50
<i>Lien Fees</i>	-	-
<i>NSF Fee</i>	-	33.00
<i>Road Maintenance Fee</i>	2,084.91	2,150.82
<i>Sewer Maintenance</i>	6,790.19	6,980.72
<i>Sewer Usage</i>	16,002.62	12,502.16
<i>Shut-Off Fee</i>	35.00	-
<i>Tag Fee</i>	61.86	197.24
<i>Water Maintenance</i>	8,751.08	8,857.56
<i>Water Usage</i>	(3,870.10)	(5,973.92)
<u>Total Accounts Receivable</u>	<u>\$35,861.71</u>	<u>\$30,520.14</u>



COMMUNITY DEVELOPMENT DEPARTMENT

ACTIVITY REPORT

AUGUST 2023

To: President Konen and the Board of Trustees

From: Walter Magdziarz, Community Development Director

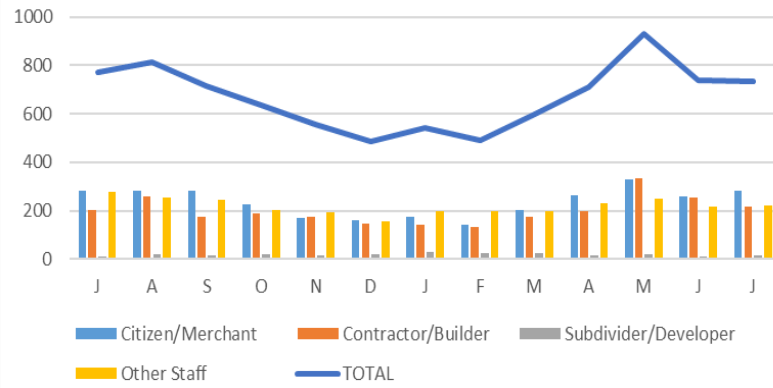
Since our last report, Community Development Department has been involved with the following activities:

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

	2023		2022	
	July	FYTD	July	FYTD
TOTAL PERMITS	75	263	45	192
Residential	6	14	4	8
Commercial	0	0	0	0
All Other Construction	69	249	41	184
CONSTRUCTION VALUE	\$ 3,350,348	\$ 9,727,433	\$ 1,552,428	\$ 4,889,189
TOTAL NUMBER OF INSPECTIONS	252	859	236	641
Property Maintenance	68	243	68	128
MOWING ORDERS	6	132	21	51
Sign removed	4	32	3	42
COMPLETION CERTIFICATES ISSUED	5	14	4	6
PLAN REVIEWS	114	394	71	315
Zoning	39	131	26	123
Building	75	263	45	192
COMPLAINTS	9	29	14	27
Verified	9	26	14	26
Corrected	9	26	14	24
REQUESTS FOR INFORMATION	734	2,403	775	2,290
Residents/Merchants	281	869	283	959
Builder/Contractor	215	805	202	648
Subdivider/Developer	16	43	10	20
Other Village staff	222	686	277	663
FOIA Requests	2	16	4	14
Miles Driven	1,277	4,115	1,203	2,832

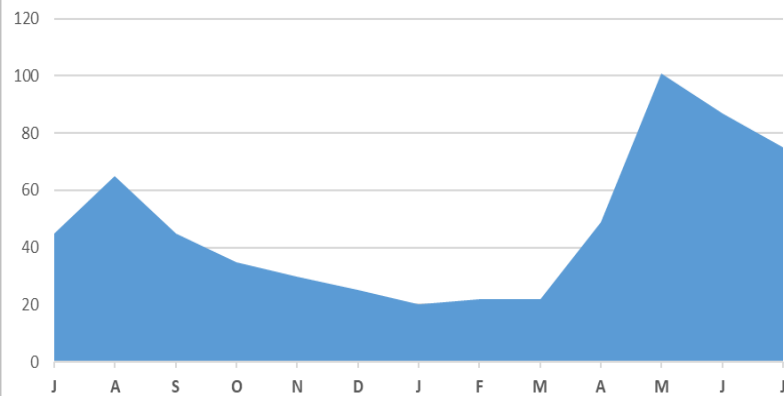
REQUESTS FOR INFORMATION

(July 2022 thru July 2023)



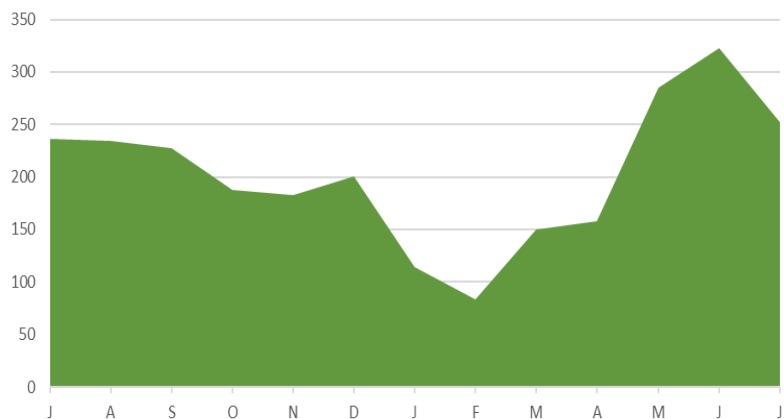
TOTAL PERMITS ISSUED

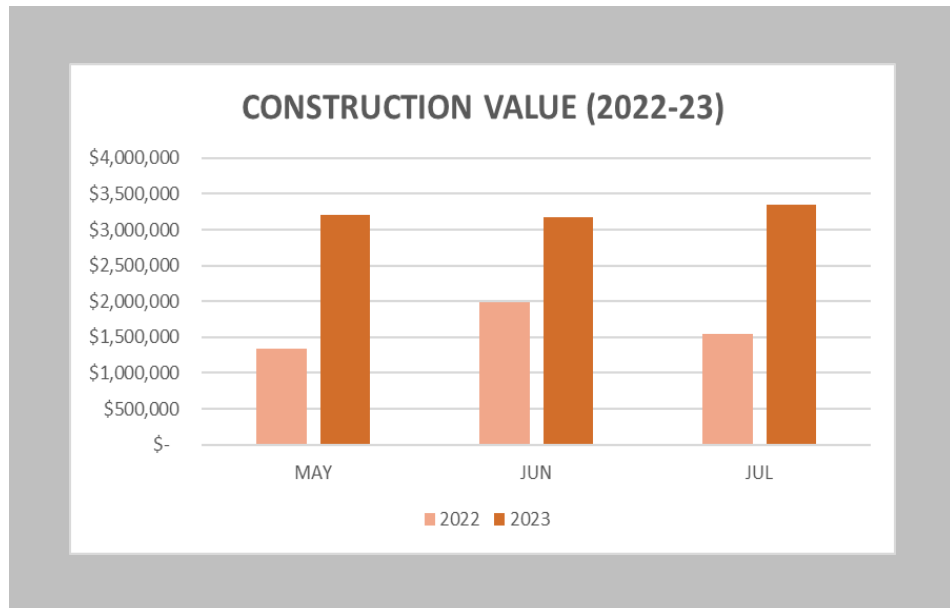
(July 2022 thru July 2023)



NUMBER OF INSPECTIONS

(July 2022 thru July 2023)





Activity highlights.

Planning & Zoning

- Prepared agenda material and attended Village Board meetings
- Prepared agenda material and attended Planning Commission meeting
- Participated in Planning Commissioner training workshop
- Issued 4 Special Event permits
- Site visit with Village Engineer at drainage problem site in Settlers Ridge
- Participated in IRMA Safety Committee meeting
- Participated in Kane County Development Department event planning meeting with LIV golf tournament director
- Met with representatives of a business considering relocating to Sugar Grove and discussed zoning approval requirements and how to expedite process

Building

- Responded to several sidewalk issues with Ryan Homes lot in Settlers Ridge
- Yard work under way at TerraMac on Heartland Drive

Property Maintenance/Code Enforcement

- Assisted Public Works with issuing tickets for street dumping incidents
- Responded to numerous mowing complaints
- Removed 4 signs from rights-of-way



POLICE DEPARTMENT STAFF REPORT

TO: PRESIDENT & BOARD OF TRUSTEES
FROM: PAT ROLLINS, CHIEF OF POLICE
DATE: AUGUST 10, 2023

Significant Police Events

- July 28, a fatal (single unit) traffic accident on U.S. RT. 30 west of Dugan Rd around 10:09pm. A 56-year-old Weaton resident driving a 2008 Harley Davidson motorcycle was traveling eastbound U.S. Rt. 30 and had cleared the intersection of Dugan Road. Approximately 250 feet west of Dugan Rd, the driver left the roadway and struck a sign and tree. Witnesses stopped to help and called 911 to alert us to the accident. U.S. Route 30 was closed for approximately 2 ½ hours between Dugan and Indigo. Traffic was re-routed around the area during the accident investigation.

Conferences / Training / Seminars

- Police Law Institute monthly computerized training for August covers the following topics: laws related to autism spectrum disorder, focusing specifically on awareness of autistic individuals and law enforcement interactions.
- Monthly Defensive Tactics Training for July covered tactical prisoner escorting position and controlled joint lock techniques.
- 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 afternoon shift with the Field Training Officer Gilkey.
- Officer Grutzius attended a 16-hour High Risk Traffic Stops train the trainer class on August 24 and 25 at the St. Charles Police Department.
- August 7, Officers participated on the outdoor range in St. Charles for rifle and handgun proficiency training scenarios.

Administrative

- Chief Rollins, Sgts Kurzawa, Durham and Alcaraz, along with Administrative Officer Hanold participated in a Command Staff meeting on July 19 centered around the review of Corn Boil directive and planning for the event.
- July 20, Chief Rollins participated in a multi-village department IRMA meeting at the Village Executive Office.
- Chief Rollins met with members of the Kendall County Emergency Management agency at John Shields Elementary School for setting up the ILEAS Command Vehicle to be utilized during the Corn Boil event.
- July 20, Chief Rollins participated in the Kane County ETSB quarterly meeting hosted at the Batavia Fire Department Headquarters.
- Police Department members provided police services at the Corn Boil, July 20-23.
- Chief Rollins, Sgts Kurzawa, Durham and Alcaraz, along with Administrative Officer Hanold participated in a Command Staff meeting on July 26.
- Administrative Officer Hanold attended the annual First Responders Meeting for Kaneland School District on August 3 representing the police department.
- Department Heads along with the Village Administrator and Village Clerk met on August 9 for their weekly meeting.
- Village Clerk Murphy and Chief Rollins met on August 9 for providing an update on the progress to the Village's Emergency Operation Plan re-write.
- Administrative Officer Hanold represented the Village at the monthly Administrative Hearing program hosted in the Board Room.
- Chief Rollins participated in the Illinois Chiefs Association Executive Board meeting on August 10, held in Tinley Park.
- Chief Rollins met with Kane County Sheriffs Office and Kane County Office of Emergency Management on August 11 in the PD conference room for a LIV Golf planning meeting.
- Officers attended the Groovin in the Grove musical event on August 10, 2023

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:
 - A road closure alert went out on Saturday, July 28th for an accident on Rt. 30 Alerting residents of the closure.

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Recent messages from:
Village of Sugar Grove

Advisory	AVOID RT. 30 east of Dugan Rd. for the next couple of hours due to traffic incident. More » <i>"Entered: 1 week, 6 days ago "</i>
Advisory	Information on the Emergency Warning Sirens: More » <i>"Entered: 3 weeks, 5 days ago "</i>
Advisory	Village of Sugar Grove More » <i>"Entered: 1 month ago "</i>
Alert	Police activity/ road closure Westbound Rt. 56 between Galena and Rt. 47 for an accident. Avoid area. More » <i>"Entered: 1 month ago "</i>
Advisory	Police activity in Sugar Grove today

Receive messages by email & text message

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- Emergency Warning Sirens monthly and weekly testing continues. They are functioning properly as of August 7, the last weekly test.

Upcoming Activities:

- Food Truck Friday- September 15, 2023
- LIV- Chicago Invitational September 18-24, 2023
- Kaneland Homecoming Parade- October 2023



Public Works Staff Report

TO: Village President and Board of Trustees
FROM: Brad Merkel, Public Works Director
DATE: August 10, 2023

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

Meetings:

On June 20, 2023, Brian Schiber attended the Kane Kendal Transportation Policy meeting.

On July 25, 2023, I attended the Northwest Water Planning Alliance Technical Advisory Committee Meeting.

On July 26, 2023, Village staff and Michele Piotrowski met to discuss the IL Rt. 47 Reconstruction Project. The Project will require a water main and a sanitary sewer force main to be relocated. The targeted letting for this project is the Summer of 2024.

On July 27, 2023, I attended the Kane County Ground Water Sustainability Group meeting. We discussed the results and lessons from a shallow groundwater study conducted in Will County, information about the hydrogeology of Kane County's shallow aquifers and how they are evaluating community water use data.

On August 10, 2023, Scott Koeppel, Brian Schiber, Michele Piotrowski and I met to discuss the Village Water System, Treatment and Capacity.

Training:

On August 8, 2023, Chris Lemke and Bryan Beach attended the IRMA Public Works Steering Committee Meeting.

Annual Road Program:

This project is complete except for minor punch list items and landscaping that is scheduled to be completed in early September.

Village Bike Paths in the Right of Way:

The bike paths within the Village ROW have been crack filled and seal coated.

Central Fays Lane and Creek Crossing Water Main Replacement Project:

The contractor started the week of June 19th, to date they have installed all the water main and services east of the park in Dugan Woods on Fays Lane and it is now in service. The water main west of the park has also been installed and is currently being pressure tested and sampled so it can be put into service 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 the middle of August.

Metronet Expansion:

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

Public Works Field Operations:

Staff trimmed ROW trees on Norris Rd in preparation for the resurfacing project scheduled for September.

Staff completed a total of 423 JULIE tickets since the last staff report.

Staff have been testing and servicing fire hydrants in preparation for this year's hydrant painting project.

Staff replaced 8 streetlights since the last staff report.

Staff replaced 10 street signs since the last staff report.

Staff completed asphalt patching throughout the village using 3 tons of asphalt.

Staff assisted in the Corn Boil Parade with traffic control.



ECONOMIC DEVELOPMENT DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees

FROM: Michael Cassa, Economic Development Director

Date: August 10, 2023

Summary of Attraction/Retention Projects and Prospects

AIM Physical Therapy- met with owners on August 2nd to discuss opportunities to relocate to a larger facility.

BDM Property- responded to two RFPs by submitting site information on the BDM property.

Burnt Barrel Social- Staff is providing assistance for the grand opening, which will be held on August 16, 3:30-5:30 p.m.

Business Retention: met with Ralph Czechowski, President, and CEO of First Secure Bank on July 19.

Capture Advisory- met with broker and their data center client on August 9 to discuss future development opportunities in Sugar Grove.

Caton Commercial Real Estate- gave a presentation on Sugar Grove to the Caton team on July 19.

Dolan & Murphy Real Estate- met with Dan and Brian Dolan on July 31 to discuss future development opportunities on their two properties in Sugar Grove.

Graham Out Lot- follow up meeting was held on July 31 regarding a national tenant that is negotiating to locate on the out lot next to the Shell station.

Hillwood- met with senior officials of Hillwood and Mesirow on August 1 to discuss development opportunities in Sugar Grove.

Prairie Grove Commons- the property owners have retained CBRE to solicit offers for the sale of the property. A listing brochure has been created.

Marketing and Outreach:

Brokers Reception: met with Rich Harvest Farms staff regarding planning for the November 9, 2023, Sugar Grove EDC reception for brokers and developers.

Data Centers- scheduled meeting with ComEd officials regarding the data center market.

Incentive Policy- the Village Board approved the policy on July 18. It is now posted on the Village website.

International Council of Shopping Centers- staff is working on booth displays for the Sugar Grove exhibit at the ICSC Chicago show on October 10, 2023, at the Chicago Hilton.

State of the Village- staff has confirmed that the State of the Village breakfast will be held on February 9, 2024, at Waubensee Community College.

Upper Illinois River Valley Development Authority- met with Warren Ribley regarding UIRVDA programs.