



ADMINISTRATION DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees
FROM: Scott Koeppel, Village Administrator
Tracey Conti, Village Clerk
DATE: February 2, 2024

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

Kaneland – Administrator Koeppel and President Konen met with Kaneland staff to discuss the Crown Project and associated TIF. Administrator Koeppel and President Konen later attended the School Board meeting on January 29 to discuss the project and TIF with the School Board.

Sugar Grove LLC - Meetings with Crown or about Crown remain the focus of Administration.

PD remodel – Administration and Police staff continue to meet with Willams. The current plan is to present a needs assessment and renovation options at the first April Village Board Meeting.

DeKind – Finance and Administration worked with DeKind to develop a budget for FY 24-25.

Budget – Staff has met with all department heads to discuss the FY 24 – 25 budget in preparation for budget discussions with the Village Board.

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

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

PAC – Administration staff is working with the Attorney General's Public Access Counciler because of FOIA review requests.



FINANCE DEPARTMENT STAFF REPORT

TO: Village President & Board of Trustees
FROM: Matt Anastasia, Finance Director
DATE: February 6, 2024

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

Tasks/Updates:

- **FY24-25 Budget.** Staff are in the final stages of the Draft budget for the Board review. The first budget workshop is scheduled for the Board meeting on February 20, 2024.
- **US-30 & Municipal Dr. Crosswalk.** Staff have been in contact with DCEO who are handling the grant for the US-30 & Municipal Dr. Crosswalk. The Village has submitted all documents up to this point to the Grant Manager, we are awaiting the Grant agreement. The Village is anticipating receiving a total of \$125,000 for this project.

Meetings:

- **IRMA Executive Safety Committee.** Village Staff held our quarterly Executive Safety Committee where we discussed our policies, accidents, preventative training, and other items for the future. All claims are reviewed at this time to see if there was a way to prevent any of them in the future.
- **Police Pension Board Training.** I attended the Police Pension Board quarterly meeting. Of note, the Board approved the new Board members. Kurt Gilkey went from Active member to retired member, Thomas Barna is no longer on the Board as retired member, and Eric Grutzius is the new Active member on the Pension Board. About the Consolidation and investments, since inception for the Sugar Grove Police Pension fund in July 2022, the rate of return for the fund is 10.05%, with the past one-year average through December 2023 at 13.66%. According to the consolidated funds report, the Pension Fund grew \$744,283.98 in 2023.

For other reference, the Supreme Court made a ruling in the case regarding whether the Pension Consolidation legislation was constitutional at the State Level. The Supreme Court ruled in favor of the State, that it is constitutional. The Pension Funds that were

holding out sending their funds to the consolidated pension fund will be required to do so now that the ruling is out.

- **Gallagher Benefits.** I met with Gallagher Benefits to discuss some options with the benefits we offer our employees, as well as moving forward we would like Gallagher to handle all benefits to our employees, not just medical, dental and life.
- **FY24-25 Budget.** All Department and Staff budget meetings have been completed. VA Koeppel and FD Anastasia met individually with each department head to go through their requested budget for FY24-25. The first draft of the General Fund is to be presented to the Board on February 20th.
- **IMTA Treasurer Institute Debrief.** A meeting was held of the IMTA Education Committee I am on, to discuss the Institute that was held back in November. Discussion regarding the attendee survey results, possibility of needing a new Committee Chair, and starting the planning for speakers earlier than last year.
- **Shark Shredding.** I met with Joe Eaton from Shark Shredding to discuss a potential proposal for the Village's confidential shredding service. The Village currently uses Pro-Shred.

Conferences/Trainings/Seminars: None

Accounts Receivable through January 31, 2023:

	<u>As of January 31, 2024</u>	<u>As of January 31, 2023</u>
Account Billings:		
<i>Garbage Accounts</i>	3,352	3,308
<i>Water Accounts</i>	4,360	4,316
<i>Sewer Accounts</i>	4,083	4,040
<i>Road Maintenance</i>	3,534	3,489
<i>AutoPay Customers</i>	1,782	1,061
Delinquent Accounts:		
<i>1st Step - Late Bills</i>	637	722
<i>2nd Step - Delinquent Notice Sent</i>	49	44
<i>3rd Step - Tag Notice</i>	14	29
<i>4th Step- Water Shut-Off</i>	1	11
<i>Past Due Notices</i>	N/A	188
Active Payment Plans:	10	0
Outstanding Accounts Receivable:		
<i>After Hours Turn on Fee</i>	\$-	\$75.00
<i>Construction Charge</i>	27.50	27.50
<i>Copper & Lead Sampling</i>	(40.00)	(10.00)
<i>Discount</i>	(5.00)	(14.00)
<i>Garbage</i>	5,400.55	3,482.14
<i>Hydrant Fees</i>	140.00	2,991.47
<i>Lien Fees</i>	-	-
<i>NSF Fee</i>	-	-
<i>Road Maintenance Fee</i>	1,728.06	1,319.75
<i>Sewer Maintenance</i>	7,368.76	5,342.85
<i>Sewer Usage</i>	10,486.68	8,065.83
<i>Shut-Off Fee</i>	35.00	70.00
<i>Tag Fee</i>	226.98	157.11
<i>Water Maintenance</i>	7,919.37	6,970.06
<i>Water Usage</i>	(7,105.51)	(11,723.82)
<u>Total Accounts Receivable</u>	<u>\$26,182.39</u>	<u>\$16,753.89</u>



COMMUNITY DEVELOPMENT DEPARTMENT

ACTIVITY REPORT

FEBRUARY 2024

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
- Prepared department FY25 budget
- Working on code maintenance; preparing amendments
- Continue working towards resolution of outstanding issues related to PUD for Burnt Barrel property
- Attended (remotely) the ILCMA 2024 Economic Forecast
- Attended Kane County Bicycle Transportation Plan stakeholder meeting
- Working with applicants preparing zoning applications
- Responded to inquiries about liquor-related business in Sugar Grove Center
- Meeting with Fox Metro concerning development in their service area

Building

- Monitoring progress of repairs at 55 Chelsea resulting from heating complaint
- Working on code maintenance; preparing amendments
- Monitoring progress at Sugar Grove Center Lot 17
- Made contact with owner of foreclosed home in Mallard Point concerning property maintenance issues



POLICE DEPARTMENT STAFF REPORT

TO: PRESIDENT & BOARD OF TRUSTEES
FROM: PAT ROLLINS, CHIEF OF POLICE
DATE: FEBRUARY 2, 2024

Notable Police Events

- None to report.

Conferences / Training / Seminars

- Police Law Institute monthly computerized training for January covered the following topics: specific new state laws that went into effect on January 1, with other topics covering law enforcement expectations and behaviors.
- Monthly Defensive Tactics Training for January covered tactical handcuffing proficiency with hand-on practice.
- Sgt. Alcaraz is attending Northwestern's Center for Public Safety Staff and Command ten-week training program. Staff and Command is an intensive leadership and law enforcement management world renowned training program. It is being hosted at the St. Charles Police Department every two weeks. His program schedule rotates with two weeks of training and two weeks back at our agency. It runs from January 2 through May 3, 2024. He will have completed weeks three and four by February 9, 2024

Administrative

- Chief Rollins along with all other department representatives virtually participated in the bi-weekly meeting with the village's attorney held on January 16.
- The Village's Executive Safety Committee meeting was held at the Village Executive Office on January 18 with Chief Rollins representing the police department.
- Chief Rollins and Village Administrator Koeppel met with Williams Architects on January 23 at the police department. The data from the space needs study compilation from all the meetings were presented to us along with discussions

regarding the overall project and desire to proceed further with some preliminary concepts.


- Chief Rollins participated in the Tri-Com Executive Board meeting on January 24 hosted at Tri-Com.
- Chief Rollins participated in the Department Head staff meeting on January 24 held at the Village's Executive Office.
- Administrative Officer Hanold and Chief Rollins participated in the monthly Kane County Chiefs of Police meeting on January 25, held at the Kane County Judicial Center. A new Executive Board was sworn in for the year at this meeting along with other presentations to the membership took place.
- Chief Rollins met with Finance Director Anastasia and Administrator Koeppel on January 26 regarding next year's police department requested budget items.
- January 30, representatives of various departments and the village attorney met to review current practices for special events and services provided.
- Chief Rollins virtually met with representatives of Flock regarding the status of our four license plate cameras on January 30. Permitting is still on-going with IDOT and progress is being made to speed up all the permits is what was conveyed.
- Chief Rollins participated in the Department Head staff meeting on January 31 held at the Village Executive office.
- All Department Heads met on January 31 at the Village Executive Office to review the proposed FY24-25 budget submissions.
- The Police Department Command Staff meeting occurred on January 31. The Chief, two Sergeants, and the Administrative Officer attended the 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.

Emergency Preparedness:

- Nixle Community Messages sent out:
 - One message was sent out during the past period, regarding lane blockage from a rolled over vehicle accident on Bliss Rd and Denny.

Recent messages from:
Village of Sugar Grove

Alert

Police activity on Bliss Road and Denny. Avoid area. Roll over traffic accident [More »](#)
"Entered: 2 weeks ago "

Community

Holiday in the Grove is happening this weekend. Tonight you are invited to the Tree Lighting Ceremony starting at 6PM. [More »](#)
"Entered: 2 months ago "

Advisory


Update: Cross St is re-opened now. Nicor has finished their emergency work on the line. [More »](#)
"Entered: 2 months, 4 weeks ago "

Alert

Everyone near Cross St. between Rt. 47 and Main St should be aware of a gas leak. Avoid the area [More »](#)

Receive messages by email & text message

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- Emergency Warning Sirens monthly and weekly testing continues. They are functioning properly as of January 22, the last weekly test.



Public Works Staff Report

TO: Village President and Board of Trustees
FROM: Brad Merkel, Public Works Director
DATE: January 31, 2024

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

Meetings:

On January 18, 2024, I attended the DuPage Environmental Summit Zoom Training. The Summit Focused on how residents and communities can increase their climate impact by growing and sourcing healthy food locally and equitably, guided by and in tune with our local ecology.

On January 26 & 31, 2024, I attended the Public Works budget meetings.

Public Works Field Operations:

Staff completed a total of 66 JULIE tickets.

Staff converted 23 streetlights to Led.

Staff completed pothole patching throughout the Village using a total of 2 tons of cold patch.

Staff removed the Holiday Decorations on Main St.

Staff distributed 14 shut-off notices to delinquent utility accounts.

Staff completed trimming of parkway trees in Meadow Ridge Villas, Hannaford Farms and are currently working on the West Side of Town when weather allows.

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.

SNOW & ICE CONTROL TOTALS:

Date: Total Snow/Ice Fall: Total Miles Driven: Tons of Salt Used

1/14/2024	Drifting	146	0
1/16/2024	Drifting	98	10
1/17/2024	Snow	261	36
1/18/2024	Snow	295	53
1/19/2024	Snow	696	78
1/22/2024	Snow	449	89
1/23/2024	Snow	815	142
1/24/2024	Drifting	112	9.5

Totals		2,872 miles	417.5 Tons Salt
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ECONOMIC DEVELOPMENT DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees

FROM: Michael Cassa, Economic Development Director

Date: January 31, 2024

Summary of Attraction/Retention Projects and Prospects

Data Centers- Met with Matt Caralon of the Jones Lang LaSalle data center team. Additional meetings were held with data center developers on January 18 and January 23.

Dolan & Murphy- follow up with Brian and Dan Dolan regarding the two large properties they own in Sugar Grove.

Fireside Grille- follow up with the owner regarding the CPEP grant. A presentation of the check will be scheduled for late February.

Former Old Second Bank Building- continue to follow up with the property owner and AIM Physical Therapy on lease negotiations.

GMX Real Estate- plans are being prepared for the development of a new full service Starbucks and a commercial spec building on the out lot between Graham's Shell and Auto Zone.

LFI- met with the broker that is listing the out lot adjacent to Aldi on Route 47 on January 18.

Prairie Grove Commons- provided information to the developer that is considering purchasing Prairie Grove Commons.

Oasis Integrative Medicine- Village President Konen and Michael Cassa met with the owner of this Sugar Grove business to discuss future expansion plans.

Marketing and Outreach:

Aurora Area CVB- reviewed the Sugar Grove section of the 2024 visitors guide that will be published in May.

Economic Development Assistant- reviewing resumes that have been submitted for the position.

State of the Village- planning meeting was held on January 23. The date and location have been confirmed: March 20, 2024, at 7:30 a.m. at the Academic and Professional Center at Waubonsee Community College. The Sugar Grove Economic Development Corporation is hosting the event.

Waubonsee Community College- met with President Dr. Brian Kentl on January 18 to discuss opportunities for the Village and WCC to collaborate on economic development initiatives.

Village of Sugar Grove Initiative Update February 6, 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.	This is on hold and will be brought back in FY24-25 for discussion.
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 February 6, 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 February 6, 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	April 2024 letting
PW3	John Shields Elementary School Sidewalk Improvements	12	\$ 218,000		Construction	March 2024 Letting

Village of Sugar Grove Initiative Update February 6, 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	Letter's mailed to affected residents