



## ADMINISTRATION DEPARTMENT STAFF REPORT

**TO:** Village President and Board of Trustees  
**FROM:** Scott Koeppel, Village Administrator  
**DATE:** January 16, 2024

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

**New Executive Assistant** – Tracey Conti started as the Executive Assistant/Village Clerk on January 3<sup>rd</sup>. Tracey has municipal experience and started contributing on day one.

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

**Department Head Reviews** – Administrator Koeppel completed performance reviews for all of the Department Heads.

**State of the Village** – Administration, Economic Development, and Krantz Strategies had their kickoff meeting for the next State of the Village event.

**DeKind** – Staff met with DeKind to discuss projects in the next fiscal year. Administration and Finance will be moving their files to SharePoint in the next few weeks.

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

**Plan Commission Vacancy** – Administration posted an application for the vacant Plan Commission seat. Once applications are received President Konen will review them and make a recommendation to the Village Board. Staff anticipates the appointment to occur on February 6.

**FOIA Requests** – Administration and Finance continue to handle numerous large FOIA requests. Most of the voluminous requests are regarding the Sugar Grove, LLC development. There was an uptick in requests after the 1<sup>st</sup> of the year.



## FINANCE DEPARTMENT STAFF REPORT

**TO:** Village President & Board of Trustees  
**FROM:** Matt Anastasia, Finance Director  
**DATE:** January 16, 2024

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

### Tasks/Updates:

- **FY24-25 Budget.** The first draft is due on January 19, 2024. The first budget workshop is scheduled for the Board meeting on February 20, 2024.
- **Illinois EPA – Public Water Supply Energy Efficiency Grant Program.** The Illinois EPA released a Notice of Funding Opportunity (NOFO) for energy efficiency upgrades at public water supply facilities. This funding is through the U.S. Department of Energy State Energy Program. I have reviewed the requirements for this program, to see if our Solar Field project would fit into the parameters, however, the Village has not completed an energy efficiency assessment within the last 5 years, and we are not part of the IEPA Office of Environmental Justice Area of Concern. The Area of Concern consider (3) three factors – Minority Population > 76.1%, Low Income > 57.6% and Combination of Both. The Village does not fall into an area of concern on the IEPA Map. These are all part of the scoring factors for this Grant Program.

### Meetings:

- **Investment Committee.** The Investment Committee met again on January 5, 2024, as there was roughly \$2m maturing on this date. At the Investment Committee meeting in November, I noted I would be reviewing all the Village's cash balances and the future project needs to determine how much additional can be transferred to PMA to invest and capture the high interest rates in the market. After review, the Village will be reinvesting the \$2m that matured on 01/05/2024, as well as sending an additional \$3,250,000 to PMA for future investments. The weighted average return for these investments will be over 5% and will mature between 6-18 months.
- **Budget Topics.** Staff has begun to meet regarding some items that affect the budget for FY24-25 such as Fee Schedules and additional personnel.

Conferences/Trainings/Seminars: None

Accounts Receivable through December 31, 2023:

	<u>As of December 31, 2023</u>	<u>As of December 31, 2022</u>
<b>Account Billings:</b>		
<i>Garbage Accounts</i>	3,347	3,300
<i>Water Accounts</i>	4,359	4,305
<i>Sewer Accounts</i>	4,083	4,030
<i>Road Maintenance</i>	3,530	3,479
<i>AutoPay Customers</i>	1,782	1,045
<b>Delinquent Accounts:</b>		
<i>1st Step - Late Bills</i>	546	594
<i>2nd Step - Delinquent Notice Sent</i>	89	63
<i>3rd Step - Tag Notice</i>	38	24
<i>4th Step- Water Shut-Off</i>	N/A	0
<i>Past Due Notices</i>	-	189
<b>Active Payment Plans:</b>	6	1

<b>Outstanding Accounts Receivable:</b>		
<i>After Hours Turn on Fee</i>	\$-	\$-
<i>Construction Charge</i>	-	-
<i>Copper &amp; Lead Sampling</i>	(40.00)	(10.00)
<i>Discount</i>	(3.00)	(14.00)
<i>Garbage</i>	3,459.62	4,933.65
<i>Hydrant Fees</i>	110.00	27.50
<i>Lien Fees</i>	-	-
<i>NSF Fee</i>	-	35.00
<i>Road Maintenance Fee</i>	1,062.55	1,851.48
<i>Sewer Maintenance</i>	5,581.62	5,736.47
<i>Sewer Usage</i>	8,129.27	10,160.21
<i>Shut-Off Fee</i>	35.00	-
<i>Tag Fee</i>	140.00	157.96
<i>Water Maintenance</i>	6,249.49	7,575.34
<i>Water Usage</i>	(9,809.04)	(11,293.36)
<b><u>Total Accounts Receivable</u></b>	<b><u>\$15,185.51</u></b>	<b><u>\$19,160.25</u></b>



# COMMUNITY DEVELOPMENT DEPARTMENT

## ACTIVITY REPORT

### JANUARY 2024

To: President Konen and the Board of Trustees

From: Walter Magdziarz, Community Development Director

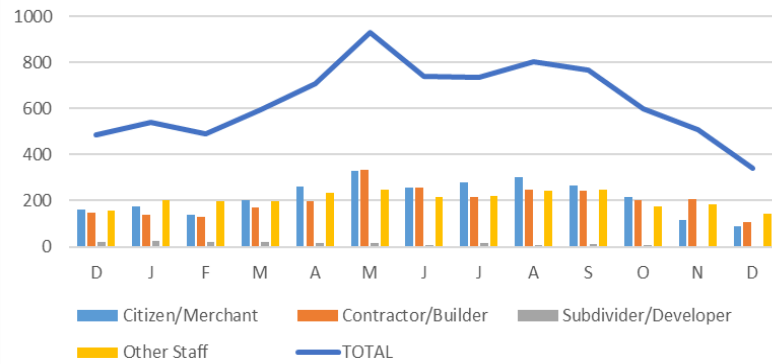
Since our last report, Community Development Department has been involved with the following activities:

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

	2023		2022	
	December	FYTD	December	FYTD
TOTAL PERMITS .....	23	517	25	392
Residential .....	4	33	3	23
Commercial .....	0	0	0	1
All Other Construction .....	19	484	22	368
CONSTRUCTION VALUE .....	\$ 1,602,484	\$ 19,175,582	\$ 2,093,253	\$ 13,834,199
TOTAL NUMBER OF INSPECTIONS .....	136	2,015	201	1,674
Property Maintenance .....	0	362	2	273
MOWING ORDERS .....	0	137	0	97
Signs removed .....	0	68	47	125
OCCUPANCY CERTIFICATES ISSUED .....	3	42	3	20
PLAN REVIEWS .....	38	770	34	617
Zoning .....	15	253	9	225
Building .....	23	517	25	392
COMPLAINTS .....	1	46	7	57
Verified .....	1	44	7	54
Corrected .....	1	43	6	53
REQUESTS FOR INFORMATION .....	342	5,416	484	5,494
Residents/Merchants .....	89	1,858	162	2,080
Builder/Contractor .....	107	1,811	147	1,595
Subdivider/Developer .....	4	76	19	106
Other Village staff .....	142	1,671	156	1,715
FOIA Requests .....	0	16	3	22
Miles Driven .....	574	9,487	742	7,801
Current Estimated Population .....	10,139			

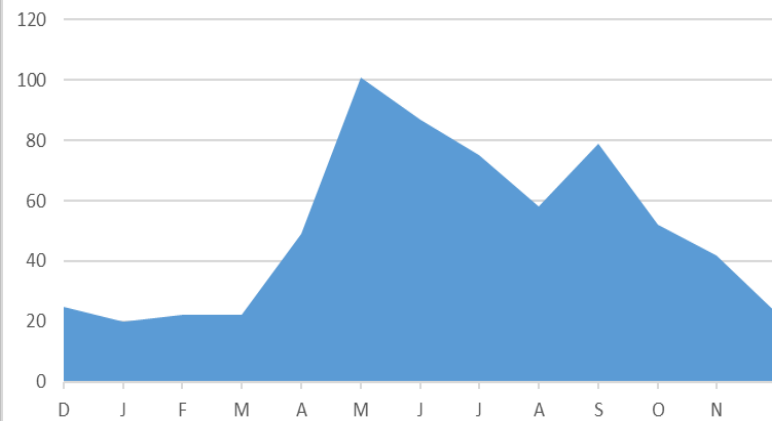
## REQUESTS FOR INFORMATION

(December 2022 thru December 2023)



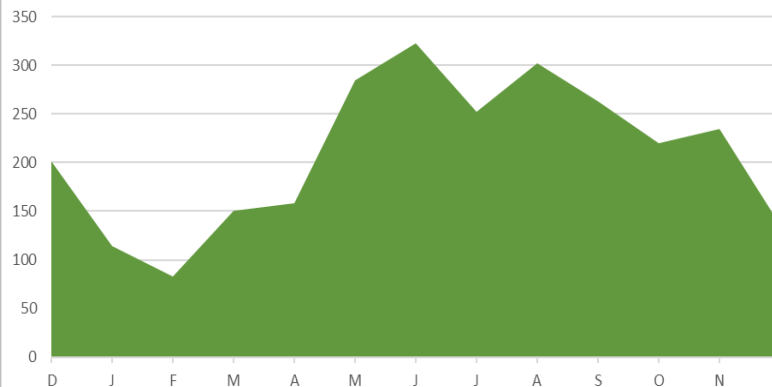
## TOTAL PERMITS ISSUED

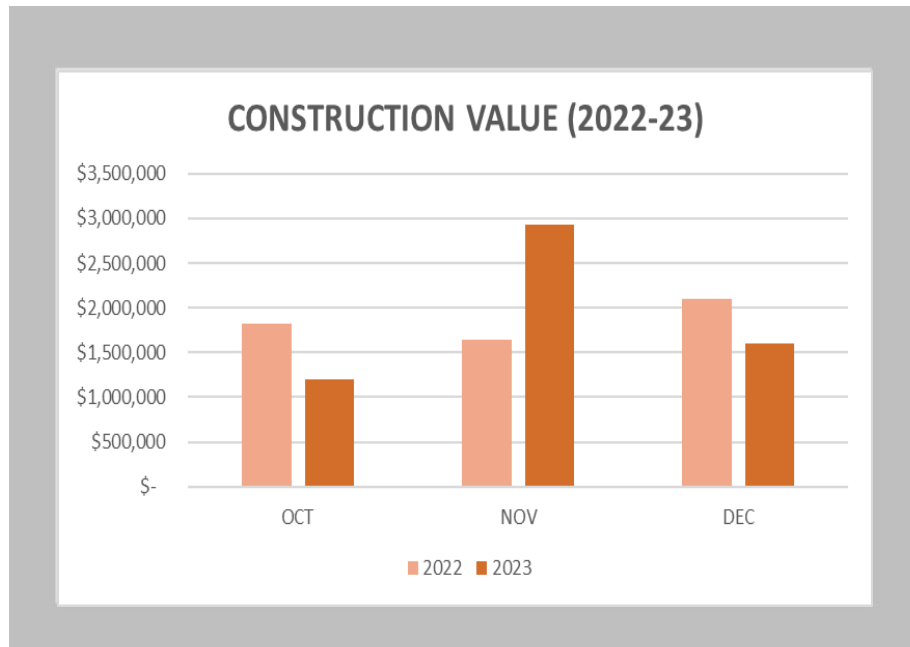
(December 2022 thru December 2023)



## NUMBER OF INSPECTIONS

(December 2022 thru December 2023)





**Activity highlights.**

**Planning & Zoning**

- Worked on draft FY24 budget and development forecasts
- Prepared agenda material and attended Village Board meeting
- Prepared agenda material and attended Planning Commission meeting
- Completed required FOIA and NIMS certifications
- Completed performance evaluations
- Consultation with consultant concerning solar farm on Airport property
- Meeting with interested commercial developer
- Prepared administrative adjudication ordinance amendment
- Meeting with property owner for possible development

**Building**

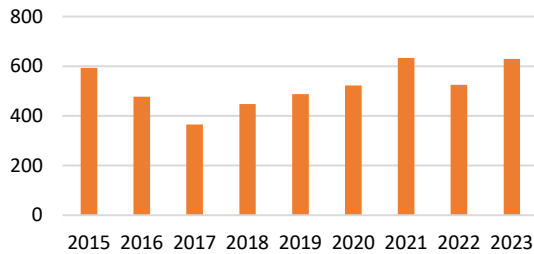
- Completed required FOIA and NIMS certifications
- Continue review of new building codes

**Property Maintenance/Code Enforcement**

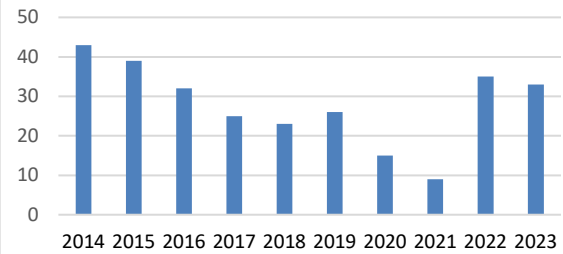
- Corrected outdoor illumination violation

## Calendar Year-end summaries

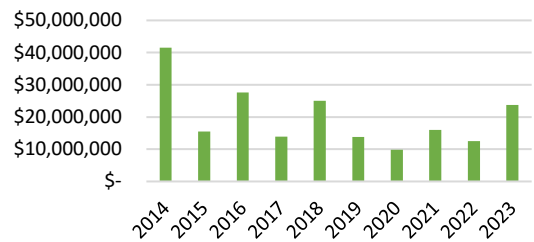
### TOTAL PERMITS



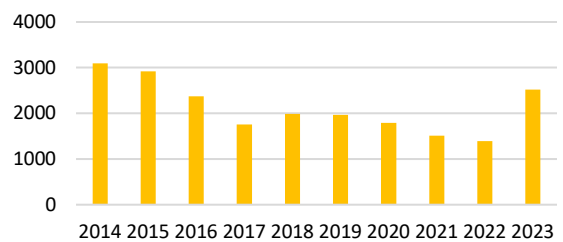
### SINGLE-FAMILY HOME PERMITS



### CONSTRUCTION VALUE

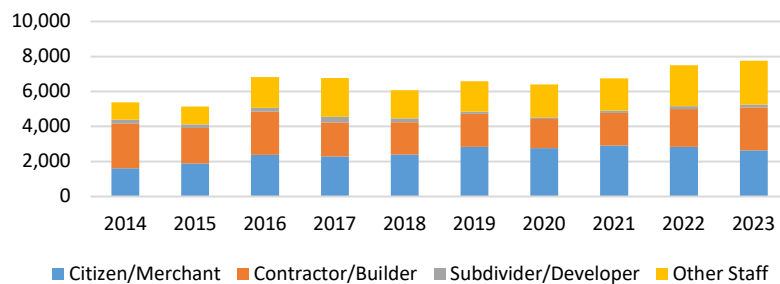


### INSPECTIONS



### REQUESTS FOR INFORMATION

By Year and Type (2014-2023)





## **POLICE DEPARTMENT STAFF REPORT**

**TO:** PRESIDENT & BOARD OF TRUSTEES  
**FROM:** PAT ROLLINS, CHIEF OF POLICE  
**DATE:** JANUARY 11, 2024

### **Notable Police Events**

- A commercial burglary targeting video gaming occurred on December 6. Taken was the payout/ATM device. It has since been recovered in Hammond, Indiana and is being processed for evidentiary purposes by our detective.

### **Conferences / Training / Seminars**

- Police Law Institute monthly computerized training for December covered the following topics: wellness for law enforcement.
- Monthly Defensive Tactics Training for December covered control techniques from joint lock to escort position.
- 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 one and two by January 12, 2024

### **Administrative**

- Chief Rollins participated in the Department Head virtual staff meeting on December 20.
- The Police Department Command Staff meeting occurred on December 20. The Chief, Sergeants, and the Administrative Officer attended the meeting.
- Chief Rollins participated in the Board of Police Commission monthly meeting on December 20, 2023.
- On December 21, Administrative Officer Hanold participated in the Village's Safety Committee meeting held at the Village Executive Office.



- Chief Rollins participated in the virtual National Weather Service webinar on January 8, 2024, regarding updated information reference an impending winter snow event.
- Chief Rollins participated in the Department Head staff meeting on January 10 held at the Village Executive office.
- Administrative Officer Hanold oversaw the monthly adjudication hearing program that was held on January 10 in the Board room.
- January 11, Chief Rollins and Administrative Officer Hanold sat in on a virtual training for the two new portable message boards.
- Chief Rollins attended the Kane County DUI Task Force meeting on January 11, held at the Kane County Judicial Center.
- Sgt. Kurzawa and Records Clerk Pat Smart continue to work on NIBRS compliance and are evaluating our program from the bottom up.

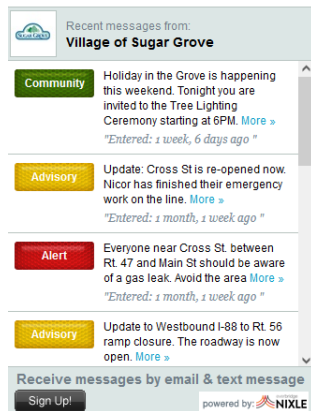
### **Directed Patrols and Crime Prevention Activity**

- 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.
- On January 8, the Speed Trailer was brought indoors for a couple of months during the winter weather season. Routine maintenance will be performed on the trailer during this window of opportunity before its deployed again.



### **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 January 8, the last weekly test.



## Public Works Staff Report

TO: Village President and Board of Trustees  
FROM: Brad Merkel, Public Works Director  
DATE: January 10, 2024

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

### Meetings:

On December 19, 2023, I along with other Village staff met with IDOT to discuss the IL 47 Widening Project Utility Relocations. We are currently exploring funding options for this project.

On December 21, 2023, The Sugar Water Department attended and entered the Kane County Water Association Annual Taste Test Contest, we received 3<sup>rd</sup> place for the Best Tasting Water in Kane County.

The Public Works Safety Meeting was held January 4, 2024.

### Public Works Field Operations:

Staff completed a total of 77 JULIE tickets.

Staff have repaired 7 streetlights.

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
12/18/2023	ICE	76	3
12/31/2023	ICE	185	24
1/3/2024	ICE	110	24
1/6/2024	3" Snow	505	74
1/7/2024	ICE	191	24
1/8/2024	2" Snow	120	15
1/9/2024	6" Snow	1269	205
<b>Totals</b>		<b>2,456 miles</b>	<b>358 Tons Salt</b>



## **ECONOMIC DEVELOPMENT DEPARTMENT STAFF REPORT**

TO: Village President and Board of Trustees

FROM: Michael Cassa, Economic Development Director

Date: January 10, 2024

### **Summary of Attraction/Retention Projects and Prospects**

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

Data Centers- Met with a national data center developer on December 21.

GMX- follow up with commercial real estate firm that is working on a proposal to develop the out lot next to Graham's Shell station.

Jiffy Lube- following up on a potential Jiffy Lube project that would be located on Galena Road, between Ace Hardware and FNBO.

LFI- meeting with the broker that represents the vacant out lot on Route 47 next to Aldi on January 12.

Prairie Grove Commons- continuing to assist a commercial developer that is interested in acquiring the property.

Reade Precision Machining has leased the 2,400 sq. ft. space at 760 Heartland Drive, Unit 3.

Sugar Grove Center Lot 17- following up with three potential tenants for the center, including a sit-down restaurant.

### **Marketing and Outreach:**

ComEd- met with the ComEd Economic Development team on January 10. The discussion covered several topics, including data center development.

Commercial Property Enhancement Program- staff will be scheduling a check presentation to Fireside Grille later this month.

Economic Development Assistant- the position will be posted and will include an updated job description.

State of the Village- planning meeting held on January 9.