



## ADMINISTRATION DEPARTMENT STAFF REPORT

**TO:** Village President and Board of Trustees  
**FROM:** Scott Koepfel, Village Administrator  
Tracey Conti, Village Clerk  
**DATE:** April 2, 2024

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

**State of the Village** – Staff attended the State of the Village event. After the event Clerk Conti posted pictures and a video from the event to the Village’s social media.

**Library** – Staff reviewed an IGA with library leadership and submitted a recommended draft to the Village and Library Boards.

**Corn Boil** – Staff met with Corn Boil leadership and attended the March 21 Corn Boil meeting to discuss a contract for Village services.

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

**Drive Down Preparation** - Staff is preparing for the annual drive down with MetroWest to Springfield.

**PD remodel** – Administration and Police staff continue to meet with Willams. High construction cost estimates have delayed the project, and some internal meetings need to take place before presenting the needs assessment and remodel recommendation.

**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:** March 29, 2024

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

### Tasks/Updates:

- **FY24-25 PA97-609 Total Compensation Reporting.** The required Total Compensation Reporting has been posted to the Village website as required by PA97-609.

### Meetings:

- **State of the Village 2024.** I, along with Staff, attended the State of the Village 2024 for President Konen's address. The event was well attended and was a great event.
- **IMTA Treasurer Luncheon.** I attended the IMTA Treasurer Luncheon held every other month, this month was held in Sleepy Hollow.
- **Gallagher Benefits.** I met with Casey Kemmerling from our insurance broker, Gallagher Benefits. This was to discuss how the transition went to Gallagher, our first open enrollment with them and creating a path to the future with them.
- **FY2023-2024 Audit Entrance Conference.** Brett and I met with Lauterbach & Amen to go over the FY2023-2024 Audit Entrance Conference covering expectations and needs for the upcoming audit.

**Conferences/Trainings/Seminars:** None

**Accounts Receivable through March 31, 2024:**

	<b><u>As of March 31, 2024</u></b>	<b><u>As of March 31, 2023</u></b>
<b>Account Billings:</b>		
<i>Garbage Accounts</i>	3,363	3,318
<i>Water Accounts</i>	4,372	4,320
<i>Sewer Accounts</i>	4,094	4,047
<i>Road Maintenance</i>	3,546	3,495
<i>AutoPay Customers</i>	1,859	1,064
<b>Delinquent Accounts:</b>		
<i>1st Step - Late Bills</i>	521	601
<i>2nd Step - Delinquent Notice Sent</i>	67	52
<i>3rd Step - Tag Notice</i>	23	22
<i>4th Step- Water Shut-Off</i>	2	4
<i>Past Due Notices</i>	305	207
<b>Active Payment Plans:</b>	3	0

<b>Outstanding Accounts Receivable:</b>		
<i>After Hours Turn on Fee</i>	\$-	\$-
<i>Construction Charge</i>	-	-
<i>Copper &amp; Lead Sampling</i>	(1,140.00)	(10.00)
<i>Discount</i>	-	(16.00)
<i>Garbage</i>	8,216.64	5,057.67
<i>Hydrant Fees</i>	55.00	57.50
<i>Lien Fees</i>	-	-
<i>NSF Fee</i>	-	-
<i>Road Maintenance Fee</i>	2,556.30	1,838.47
<i>Sewer Maintenance</i>	6,941.87	6,125.60
<i>Sewer Usage</i>	10,676.45	9,790.11
<i>Shut-Off Fee</i>	105.00	70.00
<i>Tag Fee</i>	140.00	175.00
<i>Water Maintenance</i>	8,155.64	8,089.83
<i>Water Usage</i>	(7,260.88)	(9,537.50)
<b><u>Total Accounts Receivable</u></b>	<b><u>\$28,443.02</u></b>	<b><u>\$21,640.68</u></b>



## **COMMUNITY DEVELOPMENT DEPARTMENT**

# **ACTIVITY REPORT**

### **APRIL 2024**

To: President Konen and the Board of Trustees  
From: Walter Magdziarz, Community Development Director

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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 agenda material and attended Planning Commission meeting
- Meeting with interested party concerning establishing a liquor-related business in Sugar Grove Center
- Meeting with investor interested in developing industrial property
- Responded to Kane County concerning reactivated rezoning application on Camp Dean Road
- Consultation with developer interested in residential developments concerning land use, zoning, and process
- Attended State of the Village
- Responded to inquiry about a US 30 property
- Internal meeting concerning Settlers Ridge grading issue unrelated to any home builder
- Consultations with residents concerning zoning variation application process and requirements

##### **Building**

- Continue to review building code changes; preparing amendments
- Consultation with architect concerning re-use of existing medical office building



## **POLICE DEPARTMENT STAFF REPORT**

**TO:** PRESIDENT & BOARD OF TRUSTEES  
**FROM:** PAT ROLLINS, CHIEF OF POLICE  
**DATE:** MARCH 29, 2024

### **Notable Police Events**

- Nothing to report

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

- Police Law Institute monthly computerized training for March covered the following topics: landmark U.S. Supreme Court decisions that clarify the legality of law enforcement officers' pretextual stops of both pedestrians and motorists.
- Monthly Defensive Tactics Training for March covered Pressure Point Control Tactics.
- 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 the seven of the ten weeks as of March 29<sup>th</sup>.

### **Administrative**

- Chief Rollins along with all other Department Heads and Village Administrator participated in the Village's Attorney virtual meeting on March 18, 2024.
- Chief Rollins attended the State of the Village Address hosted by the Economic Development Corporation on March 20<sup>th</sup>. The event was held at Waubensee Community College with President Konen provided the business and resident community an update to the past year and upcoming opportunities in the Village.
- Chief Rollins participated in a virtual Department Head / Village Administrator weekly meeting on March 20<sup>th</sup>.


- The Police Department Command Staff meeting took place on March 20<sup>th</sup> in the police department conference room.
- The Board of Police Commissioners held their monthly meeting on March 20<sup>th</sup> with Chief Rollins as the liaison to the Commissioners in attendance.
- Village President Konen, Village Administrator Koeppel and Chief Rollins met with representatives of a construction company with Williams Architects whom participated virtually on Friday, March 22. Williams Architects shared some concept plans with the construction company providing some costs for the various plans. An internal meeting of Village stakeholders will take place soon to discuss next steps.
- Chief Rollins along with all other Department Heads and Village Administrator participated in the Village's Attorney virtual meeting on March 27, 2024.
- Chief Rollins participated in a virtual meeting with Flock regarding the status of the proposed four automatic license plate readers. The direction, due to permitting delays at the State level, have necessitated the temporary placement of the four cameras in the Village's right of way. The temporary placement of four cameras has been selected and will be installed this fiscal year. Once the State permitting process and Flock's installation contractor get the go-ahead, they will then place the four cameras in the original desired locations.
- 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:

Recent messages from:  
**Village of Sugar Grove**

Alert

Tornado Warning until 07:30PM Tuesday [More »](#)  
*"Entered: 1 day, 22 hours ago "*

Alert

Police activity on Bliss Road and Denny. Avoid area. Roll over traffic accident [More »](#)  
*"Entered: 1 month, 1 week ago "*

Community


Holiday in the Grove is happening this weekend. Tonight you are invited to the Tree Lighting Ceremony starting at 6PM. [More »](#)  
*"Entered: 3 months ago "*

Advisory

Update: Cross St is re-opened now. Nicor has finished their emergency work on the line. [More »](#)  
*"Entered: 3 months, 3 weeks ago "*

Receive messages by email & text message

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- Emergency Warning Sirens monthly and weekly testing continues. They are functioning properly as of March 25, the last weekly test.
- Chief Rollins has received notice that the City of Aurora desire is to handle only their municipalities siren activation. We have been working with a vendor to solely handle the activation process in Sugar Grove along with automatic activation from the National Weather Service under certain conditions.



## Public Works Staff Report

TO: Village President and Board of Trustees  
FROM: Brad Merkel, Public Works Director  
DATE: March 28, 2024

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

### **Meetings:**

On March 21, 2024, I attended the Kane Groundwater Sustainability Group Zoom meeting, they provided updates on the Kane County water quality study including the modeling study, data gaps in water use, water levels and water quality. All the information provided was very preliminary as the water quality study is still a work in progress.

On March 26, 2024, I attended the Northwest Water Planning Alliance Technical Advisory Committee Zoom meeting. The USEPA presented Commercial, Industrial, and Institutional water use tools and the NWPA discussed water conservation strategies.

### **Public Works Field Operations:**

Staff completed a total of 103 JULIE tickets.

Staff replaced 1 streetlight with an LED fixture.

Staff replaced a leaking water service line and installed a new water main valve in Prestbury.

Staff collected monthly water samples as required by the IEPA.

Staff completed trimming the parkway trees in Windstone in advance of this year's Road Program.





## **ECONOMIC DEVELOPMENT DEPARTMENT STAFF REPORT**

TO: Village President and Board of Trustees

FROM: Michael Cassa, Economic Development Director

Date: March 27, 2024

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

1<sup>st</sup> Secure Bank- met with commercial loan officials at 1<sup>st</sup> Secure Bank on March 27 regarding opportunities in Sugar Grove.

770 Heartland- Met with contractor representing a buyer interested in developing a project on Heartland Drive on March 28.

AIM Physical Therapy- following up with AIM regarding their site search for new office space.

ComEd- Coordinated meeting on March 18 with ComEd officials, including their green energy specialist, regarding the two proposed solar projects.

Data Centers- met with a large Denver-based data center developer on March 18 regarding the Sugar Grove market.

Four Seasons Contracting- the company has completed their improvements for the Commercial Property Enhancement Program grant. Staff will schedule the check presentation.

GoTo Brands- Follow up with national company that owns several restaurant chains.

Hillwood- met with officials from Hillwood on March 26. Hillwood is a national real estate developer that is based in Texas and is owned by Ross Perot, Jr.

Nicor Gas- met with the new head of economic development for Nicor on March 21. A meeting with the Nicor economic development team will be held in Sugar Grove on June 25.

Primo's Mexican Grille- followed up with owner Carlos Martinez regarding his interest in outdoor seating and in applying for a liquor license.

Starbucks- GMX Real Estate has submitted their plans for the new Starbucks, as well as another commercial building, for the site between Graham's Shell and Auto Zone. The proposed project is scheduled to be on the April 17, 2024, Plan Commission agenda.

Subway- The ribbon cutting ceremony for the new Subway restaurant will be held on April 9.

### **Marketing and Outreach**

2024 State of the Village- The event was held on March 20 at the Academic and Professional Center (APC) at Waubensee Community College. The Sugar Grove Economic Development Corporation (EDC) hosted the event. The State of the Village was sold out. A record 152 tickets were sold. New records were also set for the number of sponsors (14) and table buyers (9). A video of the multi-media presentation featuring Village President Jen Konen is posted on the Village website and Facebook page. Jon Meagher, General Manager of Rich Harvest Farms, and Vice Chairman of the EDC, served as moderator. In addition, remarks were given by Waubensee Community College President, Dr. Brian Knetl.

DCEO- Michael Cassa will participate in the Illinois Department of Commerce and Economic Opportunity (DECO) Northeast Region Planning Session on April 2.

Village of Sugar Grove Initiative Update April 2, 2024

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 April 2, 2024

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 by the end of April 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	Retention visits began in February 2024
ED4	Launch a campaign to secure new Investors for the EDC	11	\$ -		Track progress on number of new Investors	Campaign will be launched in April 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 April 2, 2024

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. Staff is working behind the scenes on files and preperation for a mock assessment.- Building improvements/rennovation will push this item into next fiscal year.

Village of Sugar Grove Initiative Update April 2, 2024

Initiative		Time in Months	Estimated Cost	Actual Cost	FY 23-24 Departmental Measurable Objective	Update
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 Architects for November 10 with the team. Village staff has met with the architects a number of times already. The Space Needs Study was conducted by Williams Architects with the input of all stakeholders involved. A few draft concepts of what the facility should contain was provided along with some cost estimates. The management team understands that a new facility is not being proposed but a rennovation to the existing building with some additions to accomadate the functional needs for a longer solution for public safety. The architects are scheduled to present at the Village Board on April 9, 2024.
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	Bids opened on March 8, 2024. Triggs Construction was the low bidder at \$212,335.90. Engineer's estimate was \$236,323.00.
PW4	Water System Valve Maintenance Project	36	\$ 100,000		Continue Location and Operation of Valves	Year 2 of 3 Completed

Village of Sugar Grove Initiative Update April 2, 2024

Initiative		Time in Months	Estimated Cost	Actual Cost	FY 23-24 Departmental Measurable Objective	Update
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	3rd round of Letter's mailed to affected residents. 920 Surveys have been completed of the 1290 mailed.