



ADMINISTRATION DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees
FROM: Scott Koeppel, Village Administrator
Tracey Conti, Village Clerk
DATE: July 16, 2024

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

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

PD remodel – Administration and Police staff are working on next steps.

Community Development – Staff posted the vacant Planning & Zoning Administrator position.

Part-Time Deputy Clerk – Staff prepared a job description and discussed a role for the potential new position.

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

Upcoming Village Board Meetings – Staff did site visits for potential Village Board meeting sights after the large turnout on June 18.

Housing Development – Staff met with a potential housing developer that is considering Sugar Grove.

Meeting with Senator Holmes – Administrator Koeppel met with Senator Holmes to discuss state legislation.

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 and OMA review requests.



FINANCE DEPARTMENT STAFF REPORT

TO: Village President & Board of Trustees
FROM: Matt Anastasia, Finance Director
DATE: July 12, 2024

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

Tasks/Updates:

- **New Hire.** I met with the new hire in the Police Department, Officer Jeff Koller who started on July 8th with the Village.
- **Police Pension Actuarial Study FYE2024.** The FYE2024 Actuarial Study performed by Lauterbach & Amen was finalized, it will be presented to the Police Pension Board at their next Board meeting on July 19th. The Actuarial Study from IPOPIF has not been received yet.
- **Police Pension Audit FYE2024.** The Police Pension Fund Audit was completed by Sikich LLC. for FYE2024. This will be incorporated into the Village's overall FYE2024 Audit.
- **FYE2024 Annual Audit.** Lauterbach & Amen was on site the week of July 8th to perform fieldwork. The anticipated Draft Audit date is the beginning of August.
- **EASE Platform.** Brett and I have worked with our Insurance Broker, Gallagher Benefits, to build an Open Enrollment/Onboarding Electronic Platform to implement for the Village. This is a free platform as a customer of Gallagher. This has been built and we will be ready to utilize this in August for any new hires, and for our Open Enrollment for 2025. This will greatly reduce the amount of paper and increase the efficiency of the department. This platform has a direct feed to the Village's insurance carriers, where the enrollments/terminations are done automatically with them.
- **IRMA 2025 Revenue Base Worksheet.** I have completed the 2025 IRMA Revenue Base Worksheet. This is utilized in determining the Village's premium for the following calendar year from IRMA.
- **DCEO Grant – Municipal Dr. & US-30 Crosswalk.** I have completed the first quarterly reports for the \$125,000 grant with DCEO for the Crosswalk at US-30 & Municipal Dr. This project is still in the engineering phase, and will be submitted to IDOT soon for approval of plans.

Meetings:

- **Sugar Grove Fire District.** Staff met with the Sugar Grove Fire District to discuss their concerns and needs as it involves the Village's two current TIF districts and how the Village can assist.
- **Deputy Village Clerk.** VA Koeppel, VC Conti and I met to finalize the job description, posting and compensation of the proposed Deputy Village Clerk position to be presented at the next Village Board meeting.
- **BS&A Meeting.** I met with our new account representative from BS&A to discuss the issue we are having with our email bills getting stuck in the system and not sending out automatically.
- **BS&A Engage.** I met with BS&A to discuss being a part of a case study for our implementation process to the Cloud. I have also been asked to sit on a panel at their annual BS&A Engage conference in October, held in Milwaukee.

Conferences/Trainings/Seminars:

- **GFOA Annual Conference.** I attended the annual GFOA Conference in Orlando, FL held June 8-12, 2024. The topics and networking throughout this event are the largest benefit to the conference. The focus of topics this year were AI in Finance and GASB Updates. Other session topics I attended were OPEB and Actuarial Studies, Federal Updates, Financial Data Transparency Act, and Accounting & Audit Year in Review.
- **IMTA Annual Conference.** I attended the annual IMTA Conference held in Champaign, IL June 23-25, 2024. At this conference, I received my recognition as a Certified Illinois Municipal Treasurer. While there, I was also asked to serve on the Board of Directors. I was elected to the Board of Directors for an initial term of 2024-2026. IMTA is the organization I am the Education Chair for, where I coordinate and plan the Illinois Municipal Treasurer Institute held each November in Bloomington, IL for 4 days.

Accounts Receivable through June 30, 2024:

	<u>As of June 30, 2024</u>	<u>As of June 30, 2023</u>
Account Billings:		
<i>Garbage Accounts</i>	3,362	3,316
<i>Water Accounts</i>	4,367	4,327
<i>Sewer Accounts</i>	4,090	4,052
<i>Road Maintenance</i>	3,541	3,499
<i>AutoPay Customers</i>	1,958	1,066
Delinquent Accounts:		
<i>1st Step - Late Bills</i>	605	731
<i>2nd Step - Delinquent Notice Sent</i>	58	41
<i>3rd Step - Tag Notice</i>	22	15
<i>4th Step- Water Shut-Off</i>	2	1
<i>Past Due Notices</i>	301	198
Active Payment Plans:	1	0

Outstanding Accounts Receivable:		
<i>After Hours Turn on Fee</i>	\$-	\$-
<i>Construction Charge</i>	-	(187.50)
<i>Copper & Lead Sampling</i>	-	(10.00)
<i>Discount</i>	-	(2.00)
<i>Garbage</i>	6,617.68	4,507.88
<i>Hydrant Fees</i>	1,552.50	1,122.09
<i>Lien Fees</i>	-	-
<i>NSF Fee</i>	-	70.00
<i>Road Maintenance Fee</i>	1,968.65	1,646.68
<i>Sewer Maintenance</i>	5,299.66	5,740.67
<i>Sewer Usage</i>	8,161.56	8,739.91
<i>Shut-Off Fee</i>	35.00	70.00
<i>Tag Fee</i>	105.00	175.00
<i>Water Maintenance</i>	6,240.74	7,363.00
<i>Water Usage</i>	(7,996.44)	(9,273.78)
<u>Total Accounts Receivable</u>	<u>\$21,984.35</u>	<u>\$19,961.95</u>



Community Development Staff Report

TO: Village President and Board of Trustees
FROM: Danielle Marion, Community Development Director
DATE: July 10, 2024

The following is a short summary of current projects that the Community Development Department is addressing:

Meetings:

On June 17th I attended a walking tour of downtown follow up meeting with Economic Development.

On June 18th I met with Silverthorne to discuss the status of their application.

On June 26th I attended the EDC board meeting.

On June 26th I met with fellow staff to discuss industrial permitting.

On July 2nd I met with Economic Development staff to go over available sites in the Village.

On July 8th I met with a developer and fellow staff to discuss the masterplan for Settler's Ridge.

On July 9th I met with fellow staff and potential industrial business.

Planning & Zoning:

June 21st was the first Food Truck Friday event.

Prepared agenda material and attended Village Board meeting.

Prepare agenda material for the Plan Commission meeting.

Performed multiple plan reviews.

Working on text amendments.

Working through Settler's Ridge submittal.

Building:

Completed multiple plan reviews and building inspections.

Issued multiple permits.

Property Maintenance/Code Enforcement:

Addressing mowing/weed violations.

Addressing illegal signs.

Addressing vehicle ruts/vehicles and campers parked on the lawn.

Continued discussion with owners of the property located on the northwest corner of Capitol Drive and Park.

Working with resident for bus removal on Bliss.

Addressing parking lot conditions throughout the Village.

Addressing yard waste bags left in parkway.

Addressing dead trees on Maple.



POLICE DEPARTMENT STAFF REPORT

TO: PRESIDENT & BOARD OF TRUSTEES
FROM: PAT ROLLINS, CHIEF OF POLICE
DATE: July 12, 2024

Notable Police Events

- Officer Jeff Koller began his employment with the Sugar Grove Police Department on July 8, 2024. Officer Koller is a lateral transfer with over twenty years of experience. A cake and coffee along with the ceremonial swearing-in will be forthcoming.

Conferences / Training / Seminars

- Police Law Institute monthly computerized training for July covers the following topics: Legal Use of Force by law enforcement officers. The lesson covers many U.S. Supreme Court cases that illustrate when force is unreasonable and reasonable. Some court cases discussed qualified immunity in deadly force situations, while other cases showed the consequences of using force that was not reasonable.
- Monthly Defensive Tactics Training for July covers spontaneous knife defense.
- Administrative Officer Hanold and Officer Forest on July 10 attended Criminal Highway Interdiction training hosted in Warrenville.

Administrative

- Chief Rollins along with all other Department Heads and Village Administrator participated in the Village's Attorney virtual meeting on June 17, 2024.
- Chief Rollins participated in a vendor virtual training session regarding Flock cameras on June 18.
- On June 20, Chief Rollins participated in an Executive Special Board meeting at Tri-Com.
- June 16, Sgt. Alcaraz attended the Corn Boil Meeting hosted at the Sugar Grove Fire Station.
- June 21, police department members assisted with the Food Truck Friday, Fire Department Open House, and the Groovin in the Grove Concert.
- Village President Konen, Administrator Koeppel, and Chief Rollins met on June 24 with a firm to discuss the police facility.

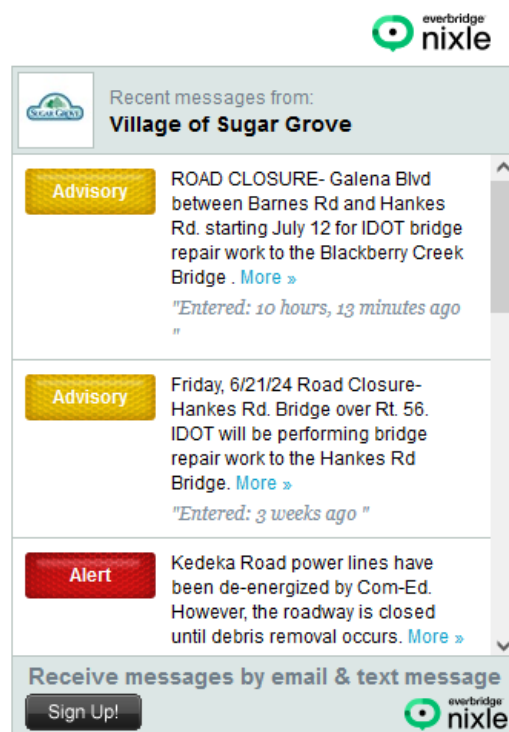
- June 26, the monthly Command Staff meeting took place at the police department with Chief Rollins and the Sergeants present.
- Administrative Officer Hanold and Chief Rollins represented the police department at the village's safety committee meeting held on June 27 at the Village Executive Office.
- Officer Thoele oversaw the monthly Administrative Adjudication Hearing on June 10, 2024, held at the Police Department Board Room.
- Officers assisted with Groovin in the Grove on July 11, 2024.
- Sgt. Durham attended the Corn Boil committee meeting on July 11 regarding their event with updates on the planning provided.

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:

- One Community Messages was sent out since the last staff report. Road Closure advisory for Gordon Road (in Aurora) will be closed from July 12th through August for Blackberry Bridge repair work to be performed by IDOT. Gordon Road between Barnes Road and Hanks Road will be closed to all traffic. IDOT placed advanced mobile message boards weeks ago out alerting the public to the closure. And, they recently posted the detour route signage to get around the closure.



everbridge
nixle

Recent messages from:
Village of Sugar Grove

Advisory ROAD CLOSURE- Galena Blvd between Barnes Rd and Hanks Rd. starting July 12 for IDOT bridge repair work to the Blackberry Creek Bridge . [More »](#)
"Entered: 10 hours, 13 minutes ago"

Advisory Friday, 6/21/24 Road Closure- Hanks Rd. Bridge over Rt. 56. IDOT will be performing bridge repair work to the Hanks Rd Bridge. [More »](#)
"Entered: 3 weeks ago "

Alert Kedeka Road power lines have been de-energized by Com-Ed. However, the roadway is closed until debris removal occurs. [More »](#)

Receive messages by email & text message
[Sign Up!](#) everbridge nixle

- Emergency Warning Sirens monthly and weekly testing continues. They are functioning properly as of July 8, the last weekly test.

Upcoming Activities:

- Sugar Grove Corn Boil- July 25-28, 2024
- Groovin in the Grove, August 8, 2024
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Public Works Staff Report

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

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

Meetings:

On June 20, 2024, I attended the Kane Groundwater Sustainability Group (KGSG) meeting. Several project updates were discussed, and the next meeting is scheduled for late October.

On June 21, 2024, Brian Schiber and I attended the John Shields Sidewalk Project Pre-Construction Walk with representatives EEI and Triggi Construction. The Project started June 24, 2024, and will be completed within 30 days.

On June 21, 2024, I attended the Food Truck Friday Event, the event was well attended.

On June 25, 2024, I attended the Northwest Water Planning Alliance Technical Advisory Committee Meeting.

On July 2, 2024, Brian Schiber and I attended the Blackberry Creek Pedestrian Bridge Project Pre-Construction meeting with representatives from IDOT, HR Green and D Construction. The current estimated fabrication time for the Bridge Structure is 9 months.

Public Works Projects:

The Black Berry Creek Pedestrian Bridge:

The Pre-Construction meeting was held July 2, 2024. The controlling part of the project is the actual Bridge Structure fabrication which is currently estimated at 9 months. Based on that information the project will likely be completed in 2025.

John Shields Elementary School Sidewalk Project:

The concrete and asphalt have been completed, only landscaping/punch list items remain.



2024 Road Program:

The project is complete except for landscaping/punch list items. Sod will be installed as soon as practical.

Public Works Field Operations:

Staff repaired 1 water main break in Prestbury.

Staff completed a total of 293 JULIE tickets.

Staff trimmed 23 trees throughout the Village.

Staff repaired 4 Street Lights.

Staff repaired 4 valve boxes.

Staff completed Village wide asphalt patching using a total of 2 tons of hot mix asphalt.

Staff are currently inspecting and repairing Fire Hydrants in advance of this year's fire hydrant painting project.

Staff collected monthly water samples as required by the IEPA.



ECONOMIC DEVELOPMENT DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees

FROM: Michael Cassa, Economic Development Director

Date: July 10, 2024

Summary of Attraction/Retention Projects and Prospects:

BrightPath, the Calgary-based day care provider, will be making a public announcement that they have signed a lease to locate in the former Chesterbrook building at 95 Park.

Caton Commercial- met with two brokers from Caton on June 25 to discuss a potential listing in Sugar Grove.

Calimos Property- Village President Jennifer Konen and Michael Cassa met with Nick Calimos on June 19 to discuss future opportunities for his property on Route 47.

Former Old Second Building- met on June 25 with the ownership group for the former bank building to discuss tenant recruitment.

SVN Landmark Real Estate- followed up on July 2 with the broker from SVN that is listing the site at the northwest corner of Route 30 and Dugan Road.

Marketing and Outreach:

Air Classics Museum- staff toured the museum on June 28.

Aurora Area Convention and Visitors Bureau- Michael Cassa attended the AACVB Board of Directors meeting on June 27.

CoStar- staff received virtual training on the CoStar program on June 27.

Illinois Department of Commerce and Economic Opportunity- Governor Pritzker signed HB 5005 on June 26. The legislation was a comprehensive business attraction package that included additional incentive programs. Michael Cassa was asked by the Governor's office to speak at the bill signing ceremony.

Illinois Economic Development Summit- the Village of Sugar Grove is one of the sponsors for the Summit, which was held June 20-21 in Chicago. The Summit was hosted by the Illinois Economic Development Association. IEDA Chairman Michael Cassa was one of the speakers and delivered the welcome address on the first day of the conference.

Intersect Illinois- staff met with a representative of Conway, which publishes the annual Intersect Illinois economic development guide. Sugar Grove will be included in the guide which will be published in September.

State of the Village- staff met with Ne' Keisha Stepney of Waubensee Community College on July 11 to begin the planning for the 2025 State of the Village event.

Sugar Grove Historical Society- staff toured the museum on June 25.



Village of Sugar Grove Initiative Fiscal Year 2024-2025 - July 2024

Initiative		Time in Months	Estimated Cost	Actual Cost	FY24-25 Departmental Measurable Objective	Update	VB Discussion Target Date(s)
ADMINISTRATION DEPARTMENT							
1	Village Branding Refresh	12	\$ 30,000		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. Update logo and digital presense.		
2	Lobbyist	6	\$ 24,000		Create Request for Qualifications, interview, and evaluate potential lobbyist firms for the Village. Then make a recommendation to the Village Board.		
3	Review and Update Content on Website	12	\$ -		Review and update content on Village website to increase transparency and ease of use for the public.		
FINANCE DEPARTMENT							
1	Finalize & Receive Recognition as a Certified Illinois Municipal Treasurer	6	\$ 1,000		Apply and receive recognition as a Certified Illinois Municipal Treasurer as the final step of completing the Phases of the Illinois Treasurers Institute.	I received the acknowledgement of becoming a Certified Illinois Municipal Treasurer at the IMTA Annual Conference June 23-25. At the same time, I was also elected to the Board of Directors for 2024-2026.	
2	Review & Update the Village's Performance Evaluation Procedures and Forms	12	\$ 250		The Village's Performance Evaluation Procedures and forms have not been fully review in over 8+ years. This will be completed in conjunction with the Village attorney input on legality of the process.	A survey was sent out of surrounding communities to receive examples of their performance evaluation forms and procedures. A review has begun, an update will be presented to VA Koeppel Summer of 2025.	
3	Review & Update the Village's Financial Policies	12	\$ 500		Review the entire Financial Policies documents for the Village as a whole. The last time this was completed was 2018. It is good to review this every 5 years. Updates will be made and presented to the Board for approval.		
COMMUNITY DEVELOPMENT DEPARTMENT							
1	Prepare electric vehicle parking/charging regulations				VB approval (ordinance)		
2	Prepare update of Bicycle & Pedestrian Connectivity Plan				VB approval (ordinance)		
3	Prepare Main Street zoning regulations per Main Street Plan				VB approval (ordinance)	Will begin early 2025, will work with ED	
4	Prepare Village Code amendments to address tree density				VB approval (ordinance)		
5	Comprehensive sign regulations amendment; current regulations are not in-step with recent US Supreme Court decisions		\$ 12,000		VB approval (ordinance)		



Village of Sugar Grove Initiative Fiscal Year 2024-2025 - July 2024

Initiative		Time in Months	Estimated Cost	Actual Cost	FY24-25 Departmental Measurable Objective	Update	VB Discussion Target Date(s)
ECONOMIC DEVELOPMENT DEPARTMENT							
1	Implement the Business Retension and Expansion Program	1	\$ -		Report on visits to Sugar Grove companies.		
2	Utilize the CoStar Subscription for site, demographic, and business data	3	\$ 6,216		Report on utilization of the CoStar subscription.	CoStar Subscription started on May 1.	
3	Develop new collateral materials to promote Sugar Grove	4	\$ 2,500		Use the materials at the ICSC Chicago Show		
4	Develop a comprehensive strategy for the attraction of data centers.	7	\$ -		Present the strategy to the Village Board		
POLICE DEPARTMENT							
1	Migrate our Outdoor Warning Siren system internally	6	\$ 26,000		The outdoor warning siren system is hosted with another municipality. They have asked to de-couple and manage the activation by ourselves. New hardware and software for the Village's I.T. Server room will be needed. Report to the Board on the status of the switchover.	Discussions with the City of Aurora occured on 5/16/24 about the migration time line and request to take over a shared siren site in Sugar Grove. PD is working with the vendor for an updated quote and timeframe to acquire the necessary equipment and installation. Desire is to be operational by October 2024. Staff is reviewing technology opportunities for the automatic alert activation as of July 11, 2024. Options are available and selecting the most reliable is being weighed before proceeding foward.	
2	ILEAP Certification Program	12	\$ 2,000		Achieve ILEAP Accreditation after the builing improvements are made to the police building.		
3	PD Facility Enhancements	12			Work with architects and construction manager on improving the functional space of the police department.	Staff has been meeting with the Architects and has seen a draft version of the space needs study along with some concept plans.	June 4, 2024 a presentation from William Architects is an agenda item for the Space Needs Study and Concept Plans.
4	Command Level Staffing Needs	12	\$ 135,000		Review the feasibility of adding a command staff level/full time sworn employee to the police department.	Internal Advertisisement for the Deputy Chief Position is going out at the end of May with those interested in the position to notify intent by the middle of June. Pre-announcement was sent out to all eligible potential candidates about the process. Canidates where asked to prepare certain documentation for submission.	
PUBLIC WORKS DEPARTMENT							
1	Black Berry Creek Pedestrian Bridge ITEP Project	12	\$ 500,000		Construction	Pre-con held July 2, 2024. Bridge fabrication estimated at 9 months.	
2	John Shields Elementary School Sidewalk Improvements	6	\$ 218,000		Construction	Bid awarded to Triggs Construction. Project 90% complete, landscaping and punchlist left to complete.	
3	Water System Valve Maintenance Project	36	\$ 100,000		Continue Location and Operation of Valves	Project awarded to ME Simpson, Fall 2024 start	4-Jun-24
4	Crosswalk at US 30 at Municipal Drive	12	\$ 144,760		Installation of Crosswalk at US 30 & Municipal Drive.	Phase 1 will be submitted to IDOT August 2024	2023 - SK to reach out to DCEO
5	Main St KKCOM Repaving Project	6			Construction	June 2024 IDOT Letting	
6	IL Rt47 & Park Intersection Improvements	24	\$ 300,000		IDOT Submittal/Design & Construction Engineering	Phase 2 Submitted to IDOT waiting for comments	
7	455 Arbor Solar Installation	12	\$ 1,043		Construction	Pre-con held May 16. August 5th tentative start date	
8	Well #9 Rehab Project	12	\$ 400,000		Construction	Fall/Winter Project when water use is down	Jul-24

Updated
Complete