



ADMINISTRATION DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees
FROM: Scott Koeppel, Village Administrator
Tracey Conti, Village Clerk
DATE: June 4, 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.

Joint Review Board – Staff attended the JRB and along with Finance put together the information and mailed all the required documents.

PD remodel – Administration and Police staff continue to meet with Willams. Additionally, staff is working on recommended next steps.

Community Development – In the absence of a Director, the Village Administrator has attended Community Development staff meetings and been more involved in their day-to-day operations.

I-88 & IL-47 TIF – Staff is preparing for the public hearing on June 18th at Waubensee Community College.

Tornado Sirens – Staff along with PD met with Aurora to discuss the Sugar Grove warning sirens.

Taxing Bodies – Staff and Village President are meeting with all of the taxing bodies after the JRB.

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 Counselor because of FOIA and OMA review requests.



FINANCE DEPARTMENT STAFF REPORT

TO: Village President & Board of Trustees
FROM: Matt Anastasia, Finance Director
DATE: May 30, 2024

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

Tasks/Updates:

- **FY23-24 Audit Preliminary Fieldwork.** Preliminary Fieldwork was completed for FY23-24, most items are being completed electronically through a portal. Lauterbach & Amen were on site for the day on May 28th to complete physical file testing.

Meetings:

- **I-88 & IL-47 Joint Review Board Meeting.** The Joint Review Board of the Taxing Districts for the potential I-88 & IL-47 TIF creatin was held on May 22nd at the Village Board Room. The Recommendation from the Joint Review Board was voted as 3 yes, 3 no, and 6 voting present. This results in a neutral recommendation vote to the Village Board. The TIF Public Hearing will be held on June 18, 2024.
- **IMTA & APT Meeting.** I attended a meeting with the President of the Association of Professional Treasurers (APT) regarding the Certified Public Finance Administrator (CPFA) designation. As a part of coordinating the Institute for Illinois, our contract with APT states we must provide enough training certification hours for the CPFA designation. We met to discuss what type of topics for training were needed and how to make sure they are certified.

Conferences/Trainings/Seminars:

- **IRMA – Social Media & The 1st Amendment.** IRMA held a seminar regarding Social Media & the 1st Amendment where it discussed policy, statute, and cases regarding the correlation between the two. This is the second time this has been held by IRMA. There was more focus this time on how you can crossover your personal account to becoming a public forum, depending on the topics and content you are posting and discussing.
- **IGFOA – Navigating TIF.** This seminar was held in Decatur, IL where there were speakers from TIF attorneys, financial institutions, consultants, and other governmental agencies. The focus was around the basics of TIF, creating TIFs, financing

developments/redevelopments, and real-life situations of TIFs (this was presented by the City of Decatur who has 7 TIFs).

Accounts Receivable through May 31, 2024:

	<u>As of May 31, 2024</u>	<u>As of May 31, 2023</u>
Account Billings:		
<i>Garbage Accounts</i>	3,362	3,315
<i>Water Accounts</i>	4,371	4,322
<i>Sewer Accounts</i>	4,093	4,046
<i>Road Maintenance</i>	3,543	3,495
<i>AutoPay Customers</i>	1,937	1,055
Delinquent Accounts:		
<i>1st Step - Late Bills</i>	517	723
<i>2nd Step - Delinquent Notice Sent</i>	60	47
<i>3rd Step - Tag Notice</i>	24	19
<i>4th Step- Water Shut-Off</i>	4	4
<i>Past Due Notices</i>	327	194
Active Payment Plans:	3	4

Outstanding Accounts Receivable:		
<i>After Hours Turn on Fee</i>	\$-	\$-
<i>Construction Charge</i>	-	55.00
<i>Copper & Lead Sampling</i>	-	(10.00)
<i>Discount</i>	-	(1.00)
<i>Garbage</i>	8,050.83	5,364.85
<i>Hydrant Fees</i>	1,552.50	(467.50)
<i>Lien Fees</i>	-	-
<i>NSF Fee</i>	-	-
<i>Road Maintenance Fee</i>	2,449.90	1,944.39
<i>Sewer Maintenance</i>	6,391.50	6,563.00
<i>Sewer Usage</i>	9,783.70	10,709.14
<i>Shut-Off Fee</i>	70.00	70.00
<i>Tag Fee</i>	210.00	175.00
<i>Water Maintenance</i>	7,620.57	8,395.87
<i>Water Usage</i>	(7,689.63)	(4,417.75)
<u>Total Accounts Receivable</u>	<u>\$28,439.37</u>	<u>\$28,381.00</u>



Community Development Staff Report

TO: Village President and Board of Trustees
FROM: Danielle Marion, Planning and Zoning Administrator
DATE: May 29, 2024

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

Meetings:

On May 16th I attended a meeting with staff to discuss a new tenant in Sugar Grove Center Lot 17.

On May 23rd I attended a meeting with Michael Cassa with a property owner about next steps for development of his property.

On May 24th I met with a consultant for a developer that is interested in the remainder of Settler's Ridge.

On May 29th I met with fellow staff and a property owner about a new building to be built on Bucktail Lane.

Planning & Zoning:

Began enforcement for zoning violation complaints.

Prepared agenda material and attended Village Board meeting.

Prepare agenda material and attended a Special Plan Commission meeting.

Reviewing residential re-subdivision in Hannaford.

Completed review for Settlers Ridge Unit 1A re-subdivision.

Worked on Food Truck Friday.

Performed multiple plan reviews.

Working on text amendments.

Teska has completed their first review for Silverthorne, we are currently at 10 hours and \$1,300.

Building:

Met with property owner of farmland on Wheeler regarding drainage complaints.

Reviewing new tenant resubmission for lot 17.

Completed multiple plan reviews and building inspections.

Issued multiple permits.

Working with residents after home fire to begin restoration.

Property Maintenance/Code Enforcement:

Addressing mowing violations.

Addressing illegal signs.

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

Started enforcement on property located on the northwest corner of Capitol Drive and Park. Cited vacant lot in front of Ace Hardware.

Cited lot by Dunkin.

Began process for citing Chesterbrook property.

Cited Bliss Rd property for camper parked in front yard.



POLICE DEPARTMENT STAFF REPORT

TO: PRESIDENT & BOARD OF TRUSTEES
FROM: PAT ROLLINS, CHIEF OF POLICE
DATE: MAY 31, 2024

Notable Police Events

- SRO Thoele completed the first school year of having a School Resource Officer for SGPD at Harter Middle School.
- May 25, 2024, House Fire in the 1500 block of Denny Road. Officers provided traffic assistance for approximately 3 ½ hours.

Conferences / Training / Seminars

- Police Law Institute monthly computerized training for May covered the following topics: Crisis Intervention Team Training, Recognizing Mental Health Crises, Increasing Safety through De-Escalation, Putting De-Escalation Theory into Practice, Effective Tactical Communications, Targeted De-Escalation, and When De-Escalation Fails.
- Monthly Defensive Tactics Training for May covered Impact Weapons Defensive Counterstrikes.

Administrative

- Chief Rollins along with all other Department Heads and Village Administrator participated in the Village's Attorney virtual meeting on May 20, 2024.
- Chief Rollins participated in the Kane County Emergency Management Council meeting held at the Kane County Multi-Use building in St. Charles. IEMA provided training to the group, and all Emergency Managers received an update on multiple topics from Kane County EMA,
- Chief Rollins attended a public JRB meeting held in the Board Room on May 22, 2024.
- Chief Rollins participated in a Department Head / Village Administrator weekly meeting on May 22, 2024.
- Village Administrator Koeppel, Chief Rollins and representatives for the City of Aurora met in person and virtually at the PD reference the Emergency Warning Siren IGA with the City of Aurora. The City of Aurora is desiring to vacate the existing IGA regarding the activation of the Outdoor Emergency Warning Sirens and is amenable to keeping it in place until the fall of 2024. Sugar Grove has

been planning and budgeting for this to happen during the current fiscal year and will be keeping the Board informed along the way.

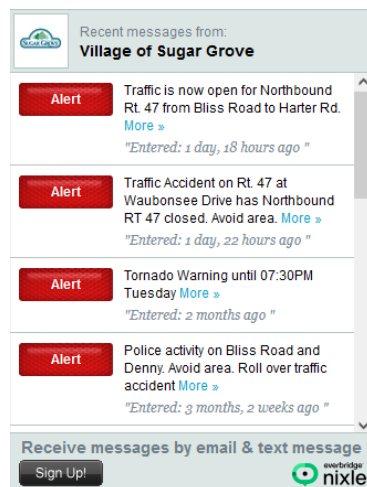
- The Board of Police Commission held a Special Meeting on May 23 in the Police Conference Room. The Commissioners are conducting oral interviews for candidates that passed the written exam to become a police officer. The Board of Police Commissioners is preparing an initial eligibility list for police candidates.
- Chief Rollins participated in a Department Head / Village Administrator weekly meeting on May 29, 2024.

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:

- No Community Messages have been sent out since the last staff report.



- Emergency Warning Sirens monthly and weekly testing continues. They are functioning properly as of May 20, the last weekly test, with one of the sirens needing some repair work to be performed by the vendor.
- Village Administrator Koeppel, Chief Rollins and representatives for the City of Aurora met in person and virtually at the PD reference the Emergency Warning Siren IGA with the City of Aurora. The City of Aurora is desiring to vacate the existing IGA regarding the activation of the Outdoor Emergency Warning Sirens and is amenable to keeping it in place until the fall of 2024. Sugar Grove has been planning and budgeting for this to happen during the current fiscal year and will be keeping the Board informed along the way.

Upcoming Activities:

- Sugar Grove Corn Boil- July 25-28, 2024



Public Works Staff Report

TO: Village President and Board of Trustees
FROM: Brad Merkel, Public Works Director
DATE: May 30, 2024

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

Meetings:

On May 21, 2024, President Konen, Brian Schiber, and I met with a representative from Kane DuPage County Soil and Water Conservation District to discuss services they offer to communities.

On May 22, 2024, I attended the Angelina Gochis Sign Dedication.

On May 28, 2024, I attended the Northwest Water Planning Alliance Technical Advisory Committee Meeting.

On May 29, 2024, Brian Schiber and I met with Dave Schultz from HR Green to discuss the IL 47 Utility Relocation Project. We discussed the water main and sanitary sewer force main alignment and conflicts. The project is on-schedule for submittal to IDOT.

Public Works Projects:

2024 Spring 50/50 Parkway Tree Program:

The Spring 50/50 Parkway Tree program is complete, a total of 62 trees were planted this spring.

The Black Berry Creek Pedestrian Bridge:

Project bids opened on April 26, 2024; D Construction Inc. was the apparent low bidder at \$571,412.77. The Engineer's Estimate for the project was \$831,700.00. The Project

is currently working its way through the IDOT approval process which is estimated to take several weeks to a month.

John Shields Elementary School Sidewalk Project:

IDOT awarded the bid to Triggi Construction. The Preconstruction Meeting is scheduled for June 12, 2024.

2024 Road Program:

The project started May 13, 2024, the concrete removal and replacement is about 80% complete. Builders Asphalt began preparing driveways for patching and most of the concrete work has been backfilled. Sod will be installed as soon as practical.

Public Works Field Operations:

Staff completed a total of 187 JULIE tickets.

Staff completed Village wide ditch mowing.

Staff completed stump grinding and restoration of 8 dead trees.

Staff removed 2 trees from storm damage.

Staff relocated 2 b-boxes in Windstone out of sidewalks.

Staff replaced 2 valve boxes in Windstone.

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

The Annual Consumer Confidence Report (CCR) has been completed and submitted to the IEPA.

The Annual MS4 has been completed and submitted to the IEPA.

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: May 30, 2024

Summary of Attraction/Retention Projects and Prospects:

214 S. Main- scheduling meeting with property owner that is interested in applying for a Commercial Property Enhancement Program grant.

Ace Hardware- staff held a follow up retention visit with Mark Driscoll on May 29.

1986 Bucktail Lane- attended meeting on May 29 with property owners to discuss development of an industrial building on Lot 13.

Prairie Glen- met with Dan Nagel on May 23 to discuss development opportunities for his property.

Marketing and Outreach:

Brokers Reception- Rich Harvest Farms will host the Brokers Reception on November 6, 2024. Staff met with Rich Harvest Farms officials on May 17 to discuss plans for the event.

Daily Herald- Sugar Grove was featured in the economic development section of the May 26 issue of the Daily Herald. In addition, Sugar Grove was included in the economic development listing in the 2024 issue of the Daily Herald Book of Lists.

Kane County- met with John Greuling, the economic development consultant for the county, on May 28 in Sugar Grove.

Kiwanis Club- attended the Kiwanis board meeting on May 23.

TIF Joint Review Board- attended the May 22 meeting of the JRB.

International Council of Shopping Centers Show

Michael Cassa attended the 2024 International Council of Shopping Centers (ICSC) show, May 19-21, 2024 in Las Vegas. This is the largest annual conference for the retail/restaurant development industry. Four types of businesses were targeted: restaurants, retail, hotels and commercial developers. This also included day care providers that may be interested in locating at 95 Park. Meetings were held to determine (1) who the decision maker is for the siting of new facilities; and (2) what their site specification requirements are. The decision maker is almost always an internal Corporate Real Estate Manager who is responsible for real estate in a specific state or region. Often, the company will engage outside real estate brokers and preferred developers to identify and qualify sites for potential new restaurant and hotel locations. These officials are able to define which "trade area" a particular municipality falls into. Restaurant franchisees will have their trade areas protected in their franchise agreements. Understanding the boundaries of the trade areas is a critical piece of the process. In addition, these officials are able to provide data for their specific site specification requirements.

Hotels

Contacts were made at the show with four national hotel companies: Choice Hotels, Hilton, Hyatt, IHG, and Marriott. There was interest from the hotels in a future Sugar Grove location, primarily at the intersection of I-88 and Route 47.

Restaurants

Contacts were made at the show with several restaurant companies, including:

Checker's
Chipotle
Dine Brands (representing several national restaurants)
Freddy's
GoTo Brands (representing several national restaurants)
Inspire Brands (representing several national restaurants)
Panda Express
Raising Cane's
Scooter's Coffee
Tropical Smoothie
Wendy's
Yum Brands (representing several national restaurants)

Retail and Day Care Centers

Contacts were made with:

Atomic Golf
Burlington
Chicken Salad Chick
Children of America
The Goddard School
Kiddie Academy

The Learning Experience
Party City
The Picklr
TJX Companies

Follow Up

Follow up has already begun. In addition, the Village of Sugar Grove will be exhibiting at the 2024 ICSC show on September 10 in Chicago. This will give staff the opportunity to have direct face to face follow up meetings.



Village of Sugar Grove Initiative Fiscal Year 2024-2025

	Initiative	Time in Months	Estimated Cost	Actual Cost	FY24-25 Departmental Measurable Objective	Update
A1	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.	
A2	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.	
A3	Review and Update Content on Website	12	\$ -		Review and update content on Village website to increase transparency and ease of use for the public.	
F1	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 have submitted application for the CIMT, I have received notification that I have supplied all necessary requirements. I will receive the Certified Illinois Municipal Treasurer Certification at the Annual Conference held June 23-25 in Champaign, IL.
F2	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.
F3	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.	
CD1	Prepare electric vehicle parking/charging regulations				VB approval (ordinance)	
CD2	Prepare update of Bicycle & Pedestrian Connectivity Plan				VB approval (ordinance)	
CD3	Prepare Main Street zoning regulations per Main Street Plan				VB approval (ordinance)	Will begin early 2025, will work with ED
CD4	Prepare Village Code amendments to address tree density				VB approval (ordinance)	



Village of Sugar Grove Initiative Fiscal Year 2024-2025

	Initiative	Time in Months	Estimated Cost	Actual Cost	FY24-25 Departmental Measurable Objective	Update
CD5	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

	Initiative	Time in Months	Estimated Cost	Actual Cost	FY24-25 Departmental Measurable Objective	Update
ED1	Implement the Business Retention and Expansion Program	1	\$ -		Report on visits to Sugar Grove companies.	Visited Mark Driscoo at Ace Hardware.
ED2	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.
ED3	Develop new collateral materials to promote Sugar Grove	4	\$ 2,500		Use the materials at the ICSC Chicago Show	
ED4	Develop a comprehensive strategy for the attraction of data centers.	7	\$ -		Present the strategy to the Village Board	
PD1	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 occurred 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
PD2	ILEAP Certification Program	12	\$ 2,000		Achieve ILEAP Accreditation after the building improvements are made to the police building.	
PD3	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.
PD4	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 Advertisement 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
PW1	Black Berry Creek Pedestrian Bridge ITEP Project	12	\$ 500,000		Construction	Bids Opened, D Construction was low Bidder. Currently waiting for IDO
PW2	John Shields Elementary School Sidewalk Improvements	6	\$ 218,000		Construction	Bid awarded to Triggs Construction. Pre-con scheduled for June 12 @ 1
PW3	Water System Valve Maintenance Project	36	\$ 100,000		Continue Location and Operation of Valves	Contract before the VB Jun 4th
PW4	Crosswalk at US 30 at Municipal Drive	12	\$ 144,760		Installation of Crosswalk at US 30 & Municipal Drive.	Phase 1 Awarded to HR Green, design submitted to IDOT
PW5	Main St KKCOM Repaving Project	6			Construction	June 2024 IDOT Letting
PW6	IL Rt47 & Park Intersection Improvements	24	\$ 300,000		IDOT Submittal/Design & Construction Engineering	Phase 1 Submitted to IDOT
PW7	455 Arbor Solar Installation	12	\$ 1,043		Construction	Pre-con held May 16. July 8th tentative start date



Village of Sugar Grove Initiative Fiscal Year 2024-2025

	Initiative	Time in Months	Estimated Cost	Actual Cost	FY24-25 Departmental Measurable Objective	Update
PW8	Well #9 Rehab Project	12	\$ 400,000		Construction	Fall/Winter Project when water use is down