



ADMINISTRATION DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees
FROM: Scott Koeppel, Village Administrator
Tracey Conti, Village Clerk
DATE: March 1, 2024

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

Waubonsee – Staff met with leadership at Waubonsee Community to discuss future projects and Economic Development.

MetroWest Networking Event – Administrator Koeppel attended the networking event at Burt Barrel.

State of the Village – The Administration is working with Economic Development and Krantz Strategies to develop this year's State of the Village.

Library – Staff and President Konen met with the leadership at the library to discuss potential ways to collaborate on projects.

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.

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 review requests.



FINANCE DEPARTMENT STAFF REPORT

TO: Village President & Board of Trustees
FROM: Matt Anastasia, Finance Director
DATE: March 1, 2024

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

Tasks/Updates:

- **SRT Body-Worn Camera Microgrant Application.** The Application for the SRT Body-Worn Camera Microgrant has been submitted on February 26th. The deadline for the application is March 4, 2024. It will be a couple months before we know anything.
- **Governor 1% Grocery Tax Elimination.** The Governor announced the elimination of the State 1% Grocery Tax with his FY2025 budget address. This would have a major impact on not only Sugar Grove, but all Local Governments. This impact to the Village is estimated almost \$200,000 in lost revenue with this elimination. We have provided data to the Illinois Municipal League and Metro West COG to use while talking to legislators about this impact.

Meetings:

- **IMRF Authorized Agent Webinar – Part 2.** I complete the Annual Authorized Agent webinar series and received my certificate for 2024.
- **IMTA Treasurer Institute.** At the last meeting held, there was discussion regarding the need for a new Education Chair for the Illinois Municipal Treasurer Association. This person would oversee coordinating and planning the Illinois Municipal Treasurer Institute in November annually. I have volunteered to be the Education Chair for IMTA and will start planning the Institute for November 2024.

Conferences/Trainings/Seminars: None

Accounts Receivable through February 29, 2024:

	<u>As of February 29, 2024</u>	<u>As of February 28, 2023</u>
Account Billings:		
<i>Garbage Accounts</i>	3,356	3,311
<i>Water Accounts</i>	4,366	4,318
<i>Sewer Accounts</i>	4,089	4,043
<i>Road Maintenance</i>	3,538	3,491
<i>AutoPay Customers</i>	1,944	1,064
Delinquent Accounts:		
<i>1st Step - Late Bills</i>	482	625
<i>2nd Step - Delinquent Notice Sent</i>	29	45
<i>3rd Step - Tag Notice</i>	21	20
<i>4th Step- Water Shut-Off</i>	0	3
<i>Past Due Notices</i>	N/A	168
Active Payment Plans:	6	0

Outstanding Accounts Receivable:		
<i>After Hours Turn on Fee</i>	\$-	\$-
<i>Construction Charge</i>	0.00	55.00
<i>Copper & Lead Sampling</i>	0.00	(10.00)
<i>Discount</i>	(3.82)	(15.00)
<i>Garbage</i>	5,641.58	5,615.63
<i>Hydrant Fees</i>	27.50	326.95
<i>Lien Fees</i>	-	-
<i>NSF Fee</i>	-	69.00
<i>Road Maintenance Fee</i>	1,868.01	2,044.02
<i>Sewer Maintenance</i>	6,147.58	6,718.03
<i>Sewer Usage</i>	9,934.92	11,611.51
<i>Shut-Off Fee</i>	35.00	105.00
<i>Tag Fee</i>	115.00	175.00
<i>Water Maintenance</i>	6,820.79	8,482.85
<i>Water Usage</i>	(8,805.06)	(5,504.99)
<u>Total Accounts Receivable</u>	<u>\$21,781.50</u>	<u>\$29,673.00</u>



COMMUNITY DEVELOPMENT DEPARTMENT

ACTIVITY REPORT

MARCH 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 agenda material and attended Planning Commission meeting
- Participated in latest Coffee with Konen community meeting
- Working on code maintenance; preparing amendments
- Working with applicants preparing zoning applications
- Responded to inquiries about liquor-related business in Sugar Grove Center
- Meeting with land owner interested in annexing property
- Consultations with multiple developers connected to multiple properties in the Village concerning land use, zoning, and process

Building

- Continue to review building code changes; preparing amendments
- Issued final occupancy for Subway at Sugar Grove Center Lot 17
- Resolved last remaining issue at foreclosed home site
- Successfully resolved resident's electrical issues created by solar contractor

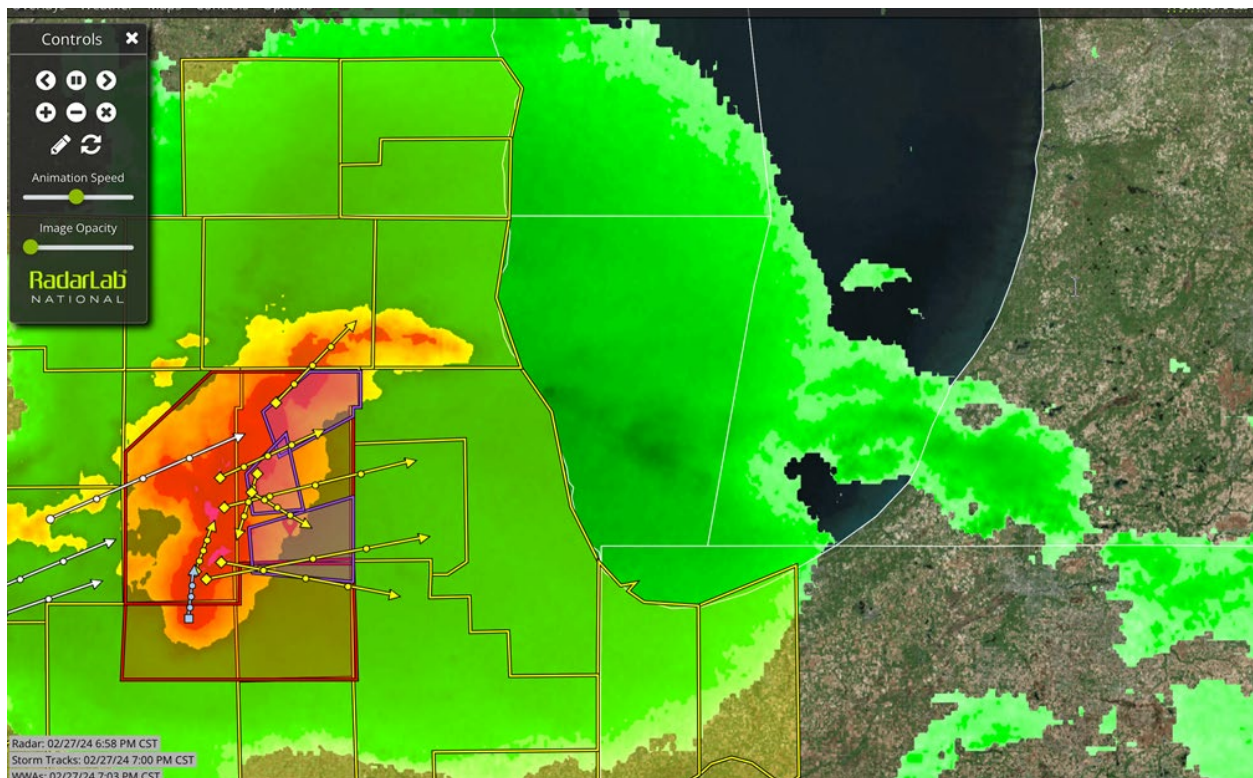


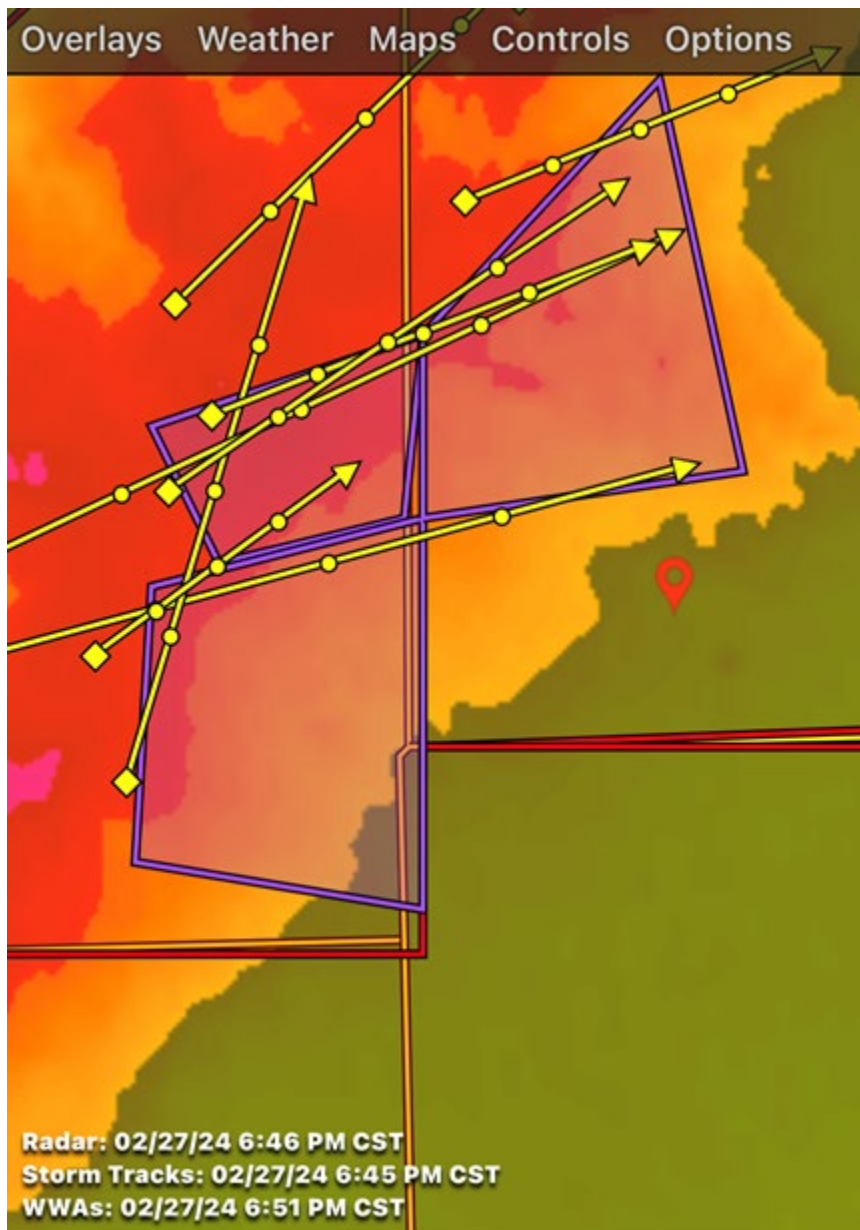
POLICE DEPARTMENT STAFF REPORT

TO: PRESIDENT & BOARD OF TRUSTEES
FROM: PAT ROLLINS, CHIEF OF POLICE
DATE: MARCH 1, 2024

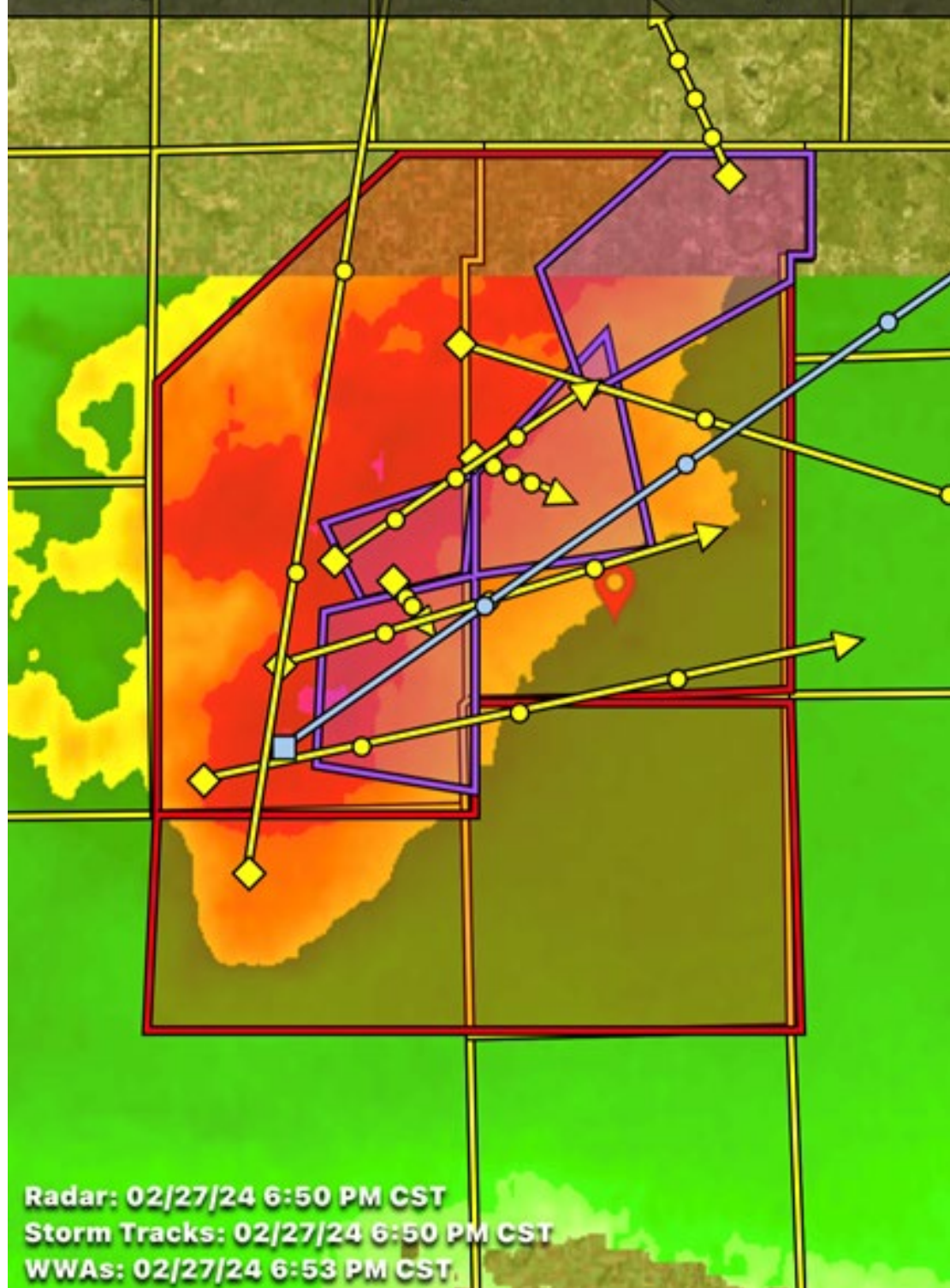
Notable Police Events

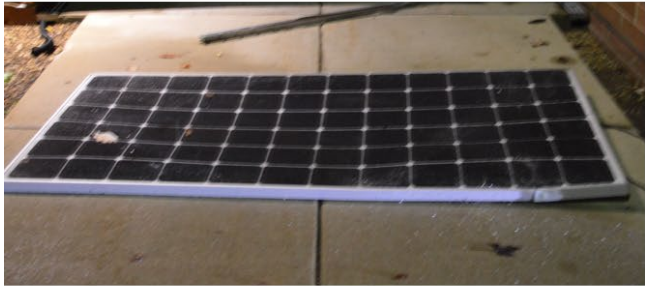
- Weather Event on February 27 brought rain, hail, strong winds and tornadoes to the area. Sugar Grove emergency warning sirens were activated along with our public safety emergency notification system, Nixle (email, phone calls and/or texts messages were sent out). Sugar Grove saw some minor property damage from the storm.





Overlays Weather Maps Controls Options





Conferences / Training / Seminars

- Police Law Institute monthly computerized training for March covers 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 February covered tactical escort position and joint lock control.
- 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 fifth of the ten weeks as of March 1st.
- Chief Rollins and Administrative Officer Hanold attended a 16-hour hands on scenario-based training on February 5th and 6th in Hinsdale. The scenario-based training included many state law mandated topics.
- Department members during the month of February completed their annual training regarding Bloodborne Pathogens for Law Enforcement-2024.
- Department members during the month of February completed their annual training regarding Hazardous Materials for Law Enforcement-2024.
-

Administrative

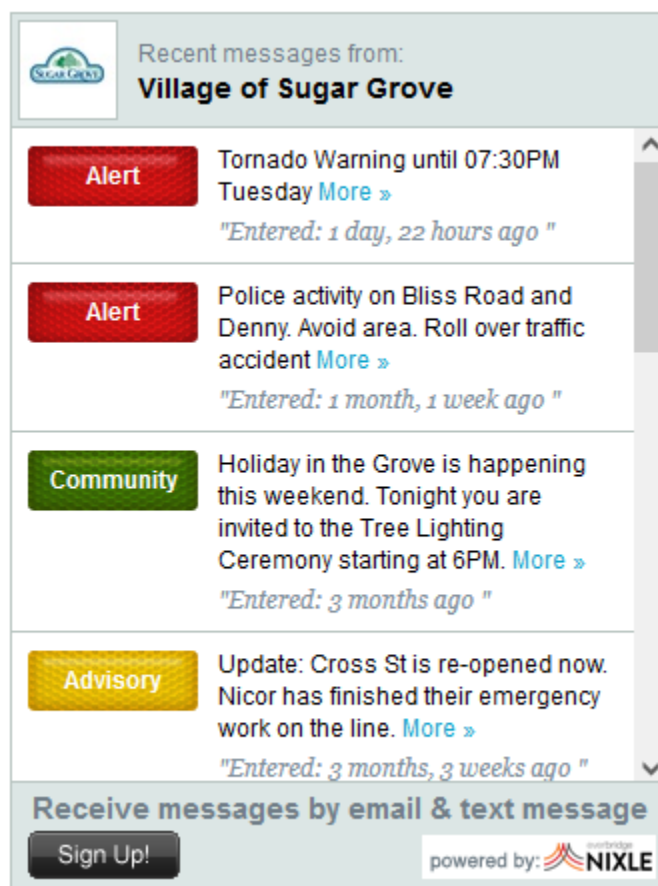
- Chief Rollins participated in the Kane County Emergency Management Council meeting hosted by the Kane County Office of Emergency Management on February 21st. The meeting was open to all 26 municipalities of Kane County and community partners. A brief overview of Kane County EMA was covered and introduction of their new director.
- Chief Rollins participated in the Department Head staff meeting on February 21 held at the Village's Executive Office.
- The Police Department Command Staff meeting occurred on February 21. The Chief, Sergeants, and the Administrative Officer attended the meeting.
- The Board of Police Commissioners met for their monthly meeting on February 21 with Chief Rollins as the liaison.
- Chief Rollins and Village Administrator Koeppel met with Willaims Architects and a construction firm on February 27 to review the space needs study and renovation of the police department building.
- Chief Rollins participated in the Department Head staff meeting on February 28 held at the Village's Executive Office.
- 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:



- Emergency Warning Sirens monthly and weekly testing continues. They are functioning properly as of February 26, the last weekly test. The sirens were activated for the tornado warning that occurred on February 27.



Public Works Staff Report

TO: Village President and Board of Trustees
FROM: Brad Merkel, Public Works Director
DATE: February 27, 2024

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

Meetings:

On February 23, 2024, Brian Schiber and I met with Dave Schultz from HR Green to discuss the IL Route 47 widening project utility relocations. A PSA for Phase II of this project will be discussed at the March 5, 2024, Village Board meeting.

On February 23, 2024, Bryan Beach facilitated the IRMA Fall Hazard Assessment visit. The Fall Hazard Assessment is an on-site consultation used to identify fall hazards and to identify potential strategies for eliminating or reducing these hazards.

Training:

On February 21, 2024, Tim Goodlet and TJ Gavin attended the 2024 Illinois Pipelining Safety Program. This program is hosted by JULIE and provides Insite on new or future JULIE law changes.

Public Works Field Operations:

Staff completed a total of 68 JULIE tickets.

Staff completed monthly faciality inspections.

Staff repaired a water service line leak on Terri Drive.

Staff jetted 1050 feet of sanitary sewer in Prestbury.

Staff completed PM maintenance on 2 public works trucks and brakes on a CD Trax SUV.

Staff collected monthly water samples as required by the IEPA.

Staff are currently trimming the parkway trees Windstone when the weather allows.

In preparation for the April letting of the Blackberry Creek Pedestrian Bridge construction staff assisted Pessina Tree Service by closing the Virgil Gilman Trail to facilitate the removal of 3 large trees.

February 27, 2024, Storm

Public Works responded to a report of a damaged stop sign at the intersection of Esker Drive and Harter Road. A temporary stop sign was installed until Julie locates are clear for the replacement to be installed. Apart from the damaged stop sign and a few tree limbs no other damage has been reported. It appears most of the storm damage occurred on the Waubensee Campus.





ECONOMIC DEVELOPMENT DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees

FROM: Michael Cassa, Economic Development Director

Date: February 28, 2024

Summary of Attraction/Retention Projects and Prospects

470 Heartland- Scheduled meeting with the property owner to discuss potential tenants for the space, which is currently being built out.

CAM Development- Follow up with local developer/construction company that is reaching out to national restaurants regarding locations in Sugar Grove.

Dolan & Murphy- Met with Brian and Dan Dolan on March 1 regarding development opportunities for the two large properties that Dolan & Murphy owns at Galena Road/Route 56, and the properties on Division Drive.

Fireside Grille- The presentation of the Commercial Property Enhancement Program check will be rescheduled.

Jimmy John's- The first business retention visit was with Jimmy John's on February 23. Village President Jen Konen, Village Administrator Scott Koeppel, Village Clerk Tracey Conti, and Michael Cassa met with the owner, Vanessa Wiskerchen.

Sugar Grove Center 17- Met with the owner of the center on February 23 to discuss the progress on the build out for Subway, Cold Stone Creamery, and Cilantro. Other potential tenants were also discussed.

Marketing and Outreach:

Aurora Area CVB- Attended the AACVB Board meeting on February 22. The AACVB will soon publish its annual visitors guide.

Kiwanis Club- Michael Cassa attended the Kiwanis Club board meeting on February 29 which focused on marketing and membership initiatives.

State of the Village- The event will be held on March 20, 2024, at 7:30 a.m. at the Academic and Professional Center (APC) at Waubonsee Community College. The Sugar Grove Economic Development Corporation is hosting the event. Following up with the WCC staff and the catering firm. A walk-through of the APC space is being scheduled.

Waubonsee Community College- Village Administrator Scott Koeppel and Michael Cassa met with two WCC senior officials on February 21: Doug Minter and John Bryant.

Economic Development Assistant- Nine interviews have been conducted. The next step is to conduct second interviews with the finalists.

Village of Sugar Grove Initiative Update March 5, 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 March 5, 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 March 5, 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 March 5, 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 Archictects 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	March 2024 Letting
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

Village of Sugar Grove Initiative Update March 5, 2024

Initiative		Time in Months	Estimated Cost	Actual Cost	FY 23-24 Departmental Measurable Objective	Update
PW7	Lead Service Line Inventory	12	\$ 30,000		Complete Village Wide Lead Service Inventory	Letter's mailed to affected residents