



ADMINISTRATION DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees
FROM: Scott Koeppel, Village Administrator
Tracey Conti, Village Clerk
DATE: May 7, 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.

Drive Down – Administrator Koeppel attended the MetroWest and IML annual drive down. We were able to meet with our local senator and representatives on an individual basis. In addition, we met with leadership from the house and senate from both parties.

Business Retention – Staff attended a business retention visit organized by the Economic Development Department with President Konen at the Ace Hardware and Pet Supply Plus. A spotlight of the business will be on the Village's social media soon.

PD remodel – Administration and Police staff continue to meet with Williams. The current plan is for Williams to present their needs assessment and recommendations at the June 4th Village Board meeting.

Community Development – Staff met with qualified firms to discuss professional services to assist the Community Development Department in the absence of a Director.

I-88 & IL-47 TIF – Staff prepared the mailings and legal notices for the public hearing and JRB for the potential I-88 & IL-47 TIF.

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 and OMA review requests.



FINANCE DEPARTMENT STAFF REPORT

TO: Village President & Board of Trustees
FROM: Matt Anastasia, Finance Director
DATE: April 25, 2024

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

Tasks/Updates:

- **I-88 & IL-47 Public Hearing Notices.** The required notices to Taxing Districts and Joint Review Board members have been certified mail on April 24, 2024. All remaining notifications of the public hearing will be sent out as required.
- **Actuarial Study 05.01.24.** I have begun to work on the necessary information request for the OPEB Actuarial Study for 05/01/2024 for Lauterbach & Amen. This request is due in the middle of May.
- **Police Pension Fund.** The Pension Fund Pensionable salaries request for FYE2024 has started. This is due back to the pension fund by May 10, 2024.
- **FY2024 Audit.** Staff have begun to work on the preliminary fieldwork items for the Fiscal Year 2024 audit. Lauterbach & Amen's preliminary fieldwork day is scheduled for May 22, 2024.

Meetings:

- **Leader Harmon Prep.** I met with President Konen to go over financial data and information for the Legislative Drive down, in preparation to be the lead speaker with Leader Harmon.
- **I-88 & IL-47 TIF.** Continued work and meetings regarding the notices and documents for the Public Hearing on the proposed I-88 & IL-47 TIF.
- **Police Pension Board.** I attended the quarterly Police Pension Board meeting on April 19th. Of note, the main action items were renewal of the Board's fiduciary liability insurance. The Board still has issues retaining cyber insurance, so it was approved to have an add on to our fiduciary insurance that covers cyber-crime (wire fraud, fraud instructions, etc.) as a backup until cyber security can be obtained.
- **IMTA Institute Prep.** I held my first IMTA Institute meeting as the Education Chair to begin the planning for the November Institute. We are working on securing all the necessary speakers to cover the 4-day event.

Conferences/Trainings/Seminars: None

Accounts Receivable through April 30, 2024:

	<u>As of April 30, 2024</u>	<u>As of April 30, 2023</u>
Account Billings:		
<i>Garbage Accounts</i>	3,363	3,315
<i>Water Accounts</i>	4,372	4,323
<i>Sewer Accounts</i>	4,094	4,048
<i>Road Maintenance</i>	3,546	3,497
<i>AutoPay Customers</i>	1,859	1,055
Delinquent Accounts:		
<i>1st Step - Late Bills</i>	557	774
<i>2nd Step - Delinquent Notice Sent</i>	52	35
<i>3rd Step - Tag Notice</i>	25	27
<i>4th Step- Water Shut-Off</i>	5	2
<i>Past Due Notices</i>	Unknown	161
Active Payment Plans:	3	0

Outstanding Accounts Receivable:		
<i>After Hours Turn on Fee</i>	\$-	\$-
<i>Construction Charge</i>	-	2.50
<i>Copper & Lead Sampling</i>	(350.00)	(10.00)
<i>Discount</i>	-	(1.01)
<i>Garbage</i>	10,647.81	7,027.79
<i>Hydrant Fees</i>	27.50	30.00
<i>Lien Fees</i>	-	-
<i>NSF Fee</i>	-	35.00
<i>Road Maintenance Fee</i>	3,336.49	2,659.06
<i>Sewer Maintenance</i>	8,589.62	8,264.95
<i>Sewer Usage</i>	12,677.96	12,365.45
<i>Shut-Off Fee</i>	175.00	105.00
<i>Tag Fee</i>	210.00	350.00
<i>Water Maintenance</i>	9,927.07	10,538.37
<i>Water Usage</i>	(3,372.15)	(1,787.42)
<u>Total Accounts Receivable</u>	<u>\$41,899.30</u>	<u>\$39,579.69</u>



Community Development Staff Report

TO: Village President and Board of Trustees
FROM: Danielle Marion, Planning and Zoning Administrator
DATE: May 1, 2024

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

Meetings:

On April 18th I attended a meeting with staff to discuss a proposed residential development.

On April 22nd I attended a GOE (Group of Employees Meeting) to discuss current topics of interest within every department.

On April 23rd I met with a potential developer for property on Division Drive.

On April 24th I attended the weekly engineering meeting.

On April 24th I attended the Special Plan Commission Meeting for the Final PUD approval of Sugar Grove Center Lot 8.

On April 29th I met with potential consultants to assist in reviews.

On April 30th I met with a developer regarding undeveloped lots in Settler's Ridge and discussed next steps to begin subdividing the lots.

I attended several staff meetings with Trustees.

Planning & Zoning

Prepared agenda material and attended Village Board meeting

Prepared agenda material and attended Plan Commission meetings

Reviewing subdivision plans for Denny Road and Bliss Road

Consulted residential property owner concerning resubdivision and building permit requirements

Assisted resident with application for resubdivision

Followed up with food trucks for Food Truck Friday

Performed multiple plan reviews

Building

Completed review of building codes for eventual update

Responded to numerous inquiries in Settlers Ridge concerning completion of lot grading on certain lots

Issued Certificate of Occupancy for Cold Stone Creamery

Completed multiple plan reviews and building inspections

Property Maintenance/Code Enforcement

Addressing mowing violations

Addressing illegal signs

Addressing vehicle ruts/vehicles and campers parked on the lawn



POLICE DEPARTMENT STAFF REPORT

TO: PRESIDENT & BOARD OF TRUSTEES
FROM: PAT ROLLINS, CHIEF OF POLICE
DATE: MAY 3, 2024

Notable Police Events

- Fatal Accident at Sugar Grove Parkway and Waubensee Dr. on April 30, 2024. An 18-year-old Maple Park resident heading southbound turned left off Sugar Grove Parkway at Waubensee Dr in front of two semi-trucks heading northbound. The 18-year-old succumbed to her injuries sustained in the crash. The crash is still being investigated.

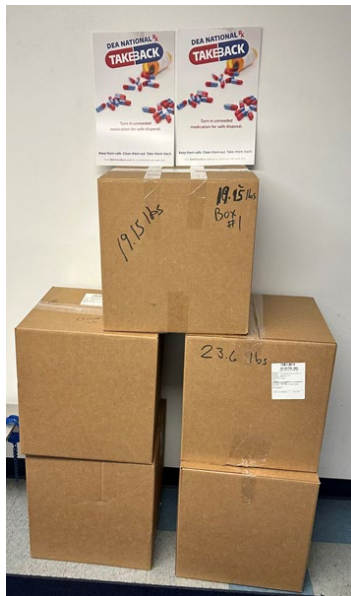
Conferences / Training / Seminars

- Police Law Institute monthly computerized training for April covered the following topics: Lineup Composition and Protocols, Right to Counsel during Post Indictment Lineups, and Right to Counsel during Pre-Indictment Show-ups.
- Monthly Defensive Tactics Training for April covered Defensive Counterstrikes.
- 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 ten of the ten weeks as of May 3, 2024. His graduation is on May 3, 2024
- Department members participated in the state required duty qualification firearms course on April 17. North Aurora Police Department range was utilized for the qualification.

Administrative

- Chief Rollins along with all other Department Heads and Village Administrator participated in the Village's Attorney virtual meeting on April 15, 2024.

- Chief Rollins participated in a Department Head / Village Administrator weekly meeting on April 17th, 2024.
- The Police Department Command Staff meeting took place on April 17th in the police department conference room.
- Chief Rollins along with other Department Heads participated in an Executive Safety Committee meeting on April 18th, held at the Village Executive Office.
- Administrative Officer Hanold and Chief Rollins attended the monthly Kane County Chief of Police meeting, hosted in Elburn on April 18th.
- Chief Rollins participated in an ETSB meeting on April 18th hosted in Batavia.
- On April 19th Chief Rollins participated in a development meeting hosted at the Village Executive Office.
- Officers and Chief Rollins participated in a safety drill at John Shield Elementary on April 22.
- Chief Rollins participated in a Department Head / Village Administrator weekly meeting on April 24th, 2024
- Village Administrator Koeppel and Chief Rollins participated in a virtual meeting with Williams Architects on April 24 regarding the police department remodel/expansion project.
- The Board of Police Commissioners held their monthly meeting on March 24th with Chief Rollins as the liaison to the Commissioners in attendance.
- Sugar Grove Police Department participated in the bi-annual prescription drug take back program with the DEA on April 27. The community was encouraged to turn in unused prescriptions for disposal.



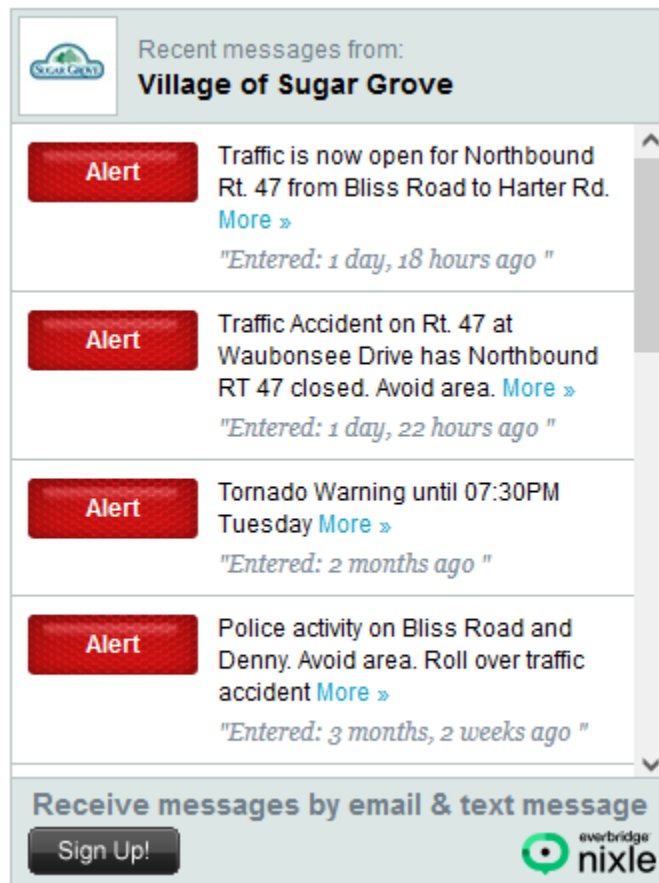
- Chief Rollins participated in a Department Head / Village Administrator weekly meeting on May 1, 2024.
- Chief Rollins met with a radio vendor on May 3rd to assist with technical capabilities for the station and officers on the street.

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:

- Two Nixle Community Messages were sent out since the last staff report.



- Emergency Warning Sirens monthly and weekly testing continues. They are functioning properly as of April 29th, 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.

Upcoming Activities:

- Ride Janie Ride Motorcycle Event- May 5, 2024
- 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 1, 2024

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

Meetings:

On April 18, 2024, I attended the IRMA Executive Safety Committee Meeting.

On April 18, 2024, Brian Schiber and I met with representatives from HR Green for a project kick-off meeting for the IL 47 Utility Relocations Project. This Project is scheduled for a spring 2025 letting.

On April 25, 2024, Brian Schiber attended the KKCOM transportation full council meeting.

On April 29, Brian Schiber, Tim Goodlet and I attended the 2024 Road Program pre-construction meeting.

On May 2, 2024, I attended the Public Works monthly safety meeting.

Training:

April 15-17, 2024, Chris Lemke, Alan Pease, Brian Schiber and I attended the ISAWWA Watercon Conference in Peoria. The conference covered many industry updates to rules, regulations, technology, and infrastructure to name a few.

April 22-26, 2024, Chris Lemke attended his 2nd year of IPSI Training.

April 29-May 1, 2024, Bryan Beach attended the APWA North American Snow Conference.

April 30, 2024, The Public Works crew attended Confined Space Training hosted by IRMA.

Public Works Projects:**Water Tower Inspections:**

The water tower inspections have been completed; we should have the complete report within a couple weeks.

2024 Spring 50/50 Parkway Tree Program:

The Spring 50/50 Parkway Tree program planting is scheduled for May 30, 2024, a total of 62 trees will get 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.

2024 Road Program:

The project is scheduled to begin May 13, 2024, notices have been sent to affected residents. Concrete removal and replacement should take about 2 weeks weather pending. Once the concrete is complete, they will begin asphalt milling.

Public Works Field Operations:

Staff completed a total of 176 JULIE tickets.

Staff removed 5 trees and stumps.

Staff completed Village wide pothole patching.

Staff completed monthly inspections of Village facilities.

Staff collected monthly water samples as required by the IEPA.

Staff removed the lights from the Holiday in the Grove Tree in Entrance Park.

Village of Sugar Grove Initiative Update May 7, 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 May 7, 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 review of new code completed
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 FY24-25.	
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	CoStar site dadabase will be utilized beginning May 6, 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. Membership campangne strategy will be presented to the EDC Board of directors.
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 May 7, 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 May 7, 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	Punchlist will be complete.
PW2	Black Berry Creek Pedestrian Bridge ITEP Project	24	\$ 50,000		Phase III Engineering and Construction	Bids opened on April 26, 2024.D Construction Inc. was the low bidder at \$571,412.77. Engineer's estimate was \$831,700.00.

Village of Sugar Grove Initiative Update May 7, 2024

Initiative		Time in Months	Estimated Cost	Actual Cost	FY 23-24 Departmental Measurable Objective	Update
PW3	John Shields Elementary School Sidewalk Improvements	12	\$ 218,000		Construction	Bids opened on March 8, 2024. Triggi 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
PW5	Crosswalk at US 30 at Municipal Drive	12	\$ 144,760		Installation of Crosswalk at US 30 & Municipal Drive.	Phase II Engineering approved with HR Green
PW6	Water Tower Inspections	12	\$ 20,000		Complete Inspection of the Water Towers	Completed April 25, 2024 currently waiting for the report
PW7	Lead Service Line Inventory	12	\$ 30,000		Complete Village Wide Lead Service Inventory	Completed and submitted to the IEPA on April 12, 2024.