



ADMINISTRATION DEPARTMENT STAFF REPORT

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

ICMA Conference – Administrator Koeppel attended the annual ICMA Conference and attended sessions on AI in local government, data governance policies, and government collaboration.

New Superintendent – Staff and President Konen met with incoming Kaneland Superintendent Kurt Rohlwing.

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

Part-Time Deputy Clerk – Staff finalized interviews, and an offer was accepted with a tentative state date of October 14.

Social Media – Staff is updating the social media policy that was discussed with the board this past summer with recommendations from the Village's liability insurance provider.

Development – Staff is working with multiple developers on potential sites in the Village.

FOIA Requests – Administration and Finance continue to handle numerous FOIA requests.

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: September 26, 2024

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

Tasks/Updates:

- **Unclaimed Property.** Staff investigated the process and contacted the State to determine what needed to be done to send unclaimed property to the State. This is regarding outstanding credits/refunds for Utility Bills. We have confirmed the process and sent unclaimed property this year and will continue to do this annually.
- **Maintenance Worker I Job Posting.** The job posting for Maintenance Worker I in Public Works has been posted and applications are being taken.
- **Deputy Village Clerk.** The Village has hired the new Deputy Village Clerk, their tentative start date with the Village is October 14th.
- **Planning & Zoning Administrator.** The Village has hired our next Planning & Zoning Administrator. Their tentative start date is October 21st.

Meetings:

- **IRMA- Social Media.** Scott and I met with IRMA to discuss the updated social media Policy that is being discussed at the 10/1 Board meeting.
- **Treasurer Luncheon/Discussion.** I attended my every other month treasurer discussion held in McHenry this time. Main topic of discussions was a presentation from the Illinois Department of Labor regarding Prevailing Wage and requirements.
- **Treasurer Institute Planning.** I had a meeting with EIU representative who handles management of IMTA and the Institute. They have accepted a position elsewhere and this meeting was to make sure we were good to hand off the Institute to the new staff member taking over.
- **IRMA-OSHA Compliance Pre-Meeting.** A pre-conference meeting was held with IRMA regarding making sure the Village is OSHA compliant. This meeting was to go over what needs to happen within each department to be compliant. The focus being with Public Works and Police. All departments are working to make sure the checklists are completed.
- **Silverthorne.** Staff met to discuss the Silverthorne development and development agreement.

- **Metro West Outing.** I attended the Metro West Outing at Top Golf along with other Staff and Board members.
- **BS&A Engage Conference.** I was asked to speak on a panel at the BS&A Engage Conference in Milwaukee this year in October regarding our upgrade to the Cloud. I attended a meeting to discuss the panel and what we will be going over during our session. The BS&A Engage Conference is being held in Milwaukee, WI October 13-16, 2024. Four (4) staff members will be attending the conference this year with its proximity to the Village, normally it is in the southern part of the US.

Conferences/Trainings/Seminars:

PMA Webinar – **Non-Home Rule Tax Levy Preparation**, September 20, 2024

I attended the webinar from PMA regarding Non-Home Rule Tax Levy preparation. This webinar covered a spreadsheet created by PMA to help with the tax levy preparation process. It also covered all the items and parts that go into the calculation of the levy to maximize the levy or calculate the tax rate and new construction amounts.



Community Development Staff Report

TO: Village President and Board of Trustees
FROM: Danielle Marion, Community Development Director
DATE: September 26, 2024

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

Meetings:

I attended several meetings with fellow staff discussing Settlers Ridge Areas 5 & 6.

On September 5th I met with economic development.

On September 16th I met with fellow staff on the proposed Maple Grove Development.

On September 20th I met with a potential residential developer.

On September 24th I attended a meeting with Settlers Ridge Areas 5 & 6 engineers.

On September 24th I attended a meeting with fellow staff to discuss Starbucks.

On September 25th I attended the Metro West Outing.

On September 26th I attended a meeting with Lennar.

Planning & Zoning:

Prepared agenda material and attended Village Board meetings.

Prepare agenda material for the Plan Commission meeting.

Performed multiple plan reviews.

Working on text amendments.

Working through Silverthorne submittal.

Working through Settler's Ridge Areas 5 & 6 submittal.

Finished reviewing Starbucks.

Building:

Completed multiple plan reviews and building inspections.

Issued tickets to contractors for work without a permit/failure to register.

Issued multiple permits.

Finished review on Starbucks.

Working with Cilantro to finish their project.

Working with Clean Edge Construction to finish their project.

Began review for new business on Bucktail Lane.

Property Maintenance/Code Enforcement:

Addressing outdoor lighting violations.

Addressing mowing/weed violations.

Addressing illegal signs.

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

Addressing parking lot conditions throughout the Village.

Addressing yard waste bags left in parkway.

Addressing campers parked illegally.



POLICE DEPARTMENT STAFF REPORT

TO: PRESIDENT & BOARD OF TRUSTEES
FROM: PAT ROLLINS, CHIEF OF POLICE
DATE: September 27, 2024

Conferences / Training / Seminars

- Police Law Institute monthly computerized training for September examines decisions handed down by the U.S. Supreme Court during their recently concluded term with the impact they may have on law enforcement.
- Monthly Defensive Tactics Training for September covers escort position and joint lock control.

Administrative

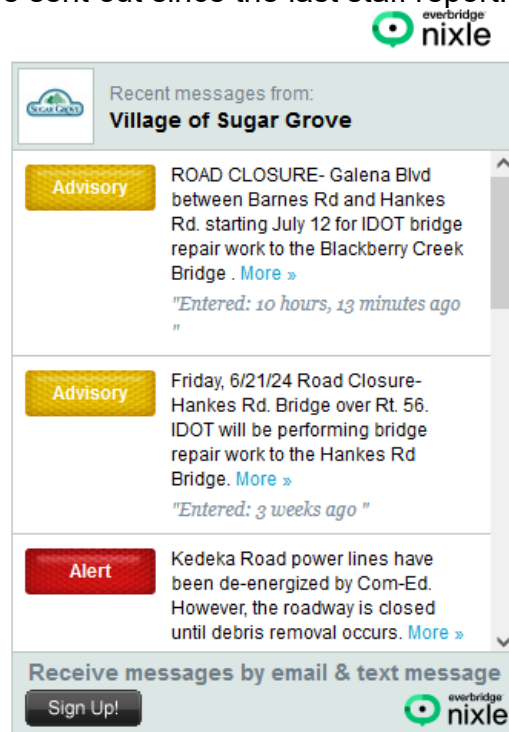
- Chief Rollins along with all other Department Heads and Village Administrator participated in the weekly Department Head meeting on September 18, 2024.
- Board of Police Commissioners monthly meeting took place September 21 with Chief Rollins attending.
- Administrative Officer Hanold and Chief Rollins attended a village wide working group safety committee meeting on September 19.
- Chief Rollins attended a multi-agency planning meeting on September 19 with other government entities and partners regarding an upcoming community event, Not Tricks Just Treats scheduled for October 26.

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 messages were sent out since the last staff report.



- Emergency Warning Sirens monthly and weekly testing continues. They are functioning properly as of September 9, the last weekly test.

Upcoming Activities:

- No Tricks Just Treats on Saturday October 26th.



Public Works Staff Report

TO: Village President and Board of Trustees
FROM: Brad Merkel, Public Works Director
DATE: September 25, 2024

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

Meetings:

On September 19, 2024, Bryan Beach and Chris Lemke attended the Village Safety Meeting

On September 19, 2024, I attended the No Tricks just Treats event meeting.

On September 24, 2024, I attended the Northwest Water Planning Alliance Technical Advisory Committee Meeting.

On September 24, 2024, Brian Schiber attended the Main Street resurfacing project Pre-Construction Meeting.

On September 24, 2024, I attended a meeting to discuss Settler's Ridge units 5&6.

On September 24, 2024, I attended a project meeting for Starbucks.

On September 26, 2024, I met with HR Green to discuss the IL 47 widening project and IDOT IGA.

Public Works Projects:

The Black Berry Creek Pedestrian Bridge:

Submittals are being completed; 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:

This project is complete.

2024 Road Program:

The crack filling has been completed, only a few punch list items remain.

Main Street Resurfacing Project:

The pre-construction meeting was held September 24th, the project is scheduled to begin October 7th.

Well 10 Solar Project:

The contractor began construction on August 5, 2024, to date the PV construction and the solar panels are installed. The ComEd solar interconnection is scheduled for October 2nd so the project should be online by the end of October.

IL 47 Widening and Utility Relocation Project:

Staff is working with HR Green to finalize plans by the end of October. IDOT provided an IGA for Utility Relocations that is on the October 1st Board Meeting for approval. Staff estimates construction beginning late 2025 or 2026.

Public Works Field Operations:

Staff completed a total of 119 JULIE tickets.

Staff removed 20 trees and ground the stumps in preparation for the fall 50/50 program.

Staff repaired 3 b-boxes.

Staff safety laned several trucks and trailers.

Staff converted 25 fixtures within the Public Works office to LED.

Staff sprayed all Village facilities for weeds.

Staff repaired 1 streetlight, there is currently a shortage/delay getting street light parts.

Staff restored sidewalks replaced during the sidewalk program.

Staff assisted the Township with Pouring concrete curb on Hanks Road.

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: September 26, 2024

Summary of Attraction/Retention Projects and Prospects:

Bright Path- The company expects to open their day care center at 95 Park in the next 60 days. Interior and exterior improvements will be completed on the property.

Grand Appliance- staff has followed up with two senior officials from Grand Appliance that came out to play golf at Rich Harvest Farms on September 17.

Harris Golf Cars- Village President Jennifer Konen, Village Administrator Scott Koeppel and Michael Cassa will make a business retention visit to Harris Golf Cars on October 3.

Jiffy Lube- plans have been submitted for the construction of a new Jiffy Lube on the out lot on Galena Road at Sugar Grove Center.

Lennar Homes- Michael Cassa has been working with Lennar since June 2023. A concept plan for the development of the Dolan & Murphy property was presented to the Plan Commission on September 18. The Concept Plan will be presented to the Village Board on October 1.

Mutual Development Company-

Terrazon- facilitated a meeting with company officials and the broker representing 769 Heartland Drive. Terrazon is looking for office lease space for their new headquarters.

Marketing and Outreach:

DICE Midwest- participated in the annual DICE Midwest data center conference on September 19 at the Hyatt Lodge in Oak Brook.

EDC Brokers Reception- the annual Economic Development Corporation reception will be held on November 6 at Rich Harvest Farms. Invitations will be sent early the week of September 30.

International Council of Shopping Centers- the Village was an exhibitor at the ICSC Midwest show on September 10 at the Hilton Chicago. Follow up continues with brokers, developers and retail/restaurant corporate real estate managers that visited the Sugar Grove booth.

State of the Village- The event will be held on February 7, 2025 at Waubonsee Community College. Staff is coordinating planning with the WCC events and marketing teams.

Valley Industrial Association- attended the VIA annual meeting on September 18 at Arrowhead Golf Club in Wheaton.

Waubonsee Community College- attended the annual State of the College event at Waubonsee Community College on September 24.