



ADMINISTRATION DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees
FROM: Scott Koeppel, Village Administrator
Tracey Conti, Village Clerk
DATE: October 15, 2024

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

Comcast – Staff met with Comcast about their buildout for business and the potential for future projects.

PD remodel – Administration and Police staff are working with Cordogan Clark and have scheduled meetings to start the concept planning process.

Part-Time Deputy Clerk – The new employee will start on October 14.

Social Media – Staff drafted the social media policy after discussion with outside attorneys.

Instagram – Staff is working with Krantz Strategies to launch a Village Instagram account this fall.

Business Retention – Staff attended a business retention visit to Harris Golf Cars.

Groovin' – Staff and President Konen met with key contributors for Groovin' in the Grove about the future of the concerts.

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: October 11, 2024

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

Tasks/Updates:

- **DCEO Grant 23-203561 – US-30 & Municipal Dr. Crosswalk.** I have completed the quarterly reporting requirement for the Grant. The Phase II engineering has been submitted to IDOT for review by HR Green.
- **SRT-BWC Grant.** I completed the monthly reporting for the SRT-BWC Supplemental Grant the Village received. We are in the process of paying for the additional BWCs and will submit for reimbursement once complete.
- **2025 Health Renewals.** We are in the process of 2025 Health Renewals for the Village. Dental came back at a 3.5% increase, Vision at 0% and Medical we are still in the review process. Open Enrolment will begin in November.
- **FY2024 Annual Treasurer Report.** I have completed and filed the FY2024 Annual Treasurer Report with Kane County, it is also scheduled to be in the newspaper on 10/16/24.
- **FY2024 TIF Reports.** The FY2024 Annual TIF Reports for TIF #1 and TIF #2 have been completed and filed with the State Comptroller. The JRB Meeting is in the process of being scheduled.
- **FY2023-2024 Audit.** The FY2024 Annual Comprehensive Finance Report (ACFR) has been complete and is being presented for acceptance at the Board meeting. Once complete, the Audit will be filed with S&P Global, Kane County, Speer Financial for Continuing Disclosures and the State of Illinois. The Annual Financial Report (AFR) has been submitted to the State by Lauterbach & Amen.
- **TIF #1 Termination.** The Ordinance terminating TIF #1 was approved by the Board on October 1st. The termination Ordinance has been filed with the Illinois Comptroller and Kane County for effective termination date of December 31, 2024. All funds received in 2025, for Tax Year 2024, will be declared surplus back to the taxing districts.
- **Tax Year 2024 Levy Prep.** I have begun the Tax Year 2024 Levy prep. CPI for Tax Year 2024 Levy purposes is 3.4%. Tax Year 2024 Levy will be discussed and announced at the November 5, 2024 Board meeting to meet Statute deadlines.

Meetings:

- **2024 IMTA Institute Planning.** I met with EIU who administers the IMTA and Institute, where we were notified, the coordinator is leaving EIU. There will be a transition period to a new coordinator. This meeting was held to make sure we were on track for everything for Institute in November.
- **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.
- **Training Day 2024.** I met with Jennifer Martinson from Lauterbach & Amen about the upcoming Training Day where they will be presenting at. The Village will be holding its annual Training Day for Staff on October 14, 2024. At this Training Day, employees complete their required annual training for the Village including ALICE training, Anti-Harassment Training, Fraud & Internal Controls and Cybersecurity. As a reminder, all employees, even Board members must complete Anti-Harassment training each calendar year.
- **Groovin' in the Grove.** Staff met with the committee for Groovin' in the Grove to discuss administrative items that needed to be addressed by the Committee prior to next seasons concerts. The meeting overall was positive and there will be an IGA for Board discussion in the future, similar to the one with Corn Boil.
- **IRMA Board of Directors.** I attended the quarterly IRMA Board of Directors meeting on behalf of the Village. Main topics of discussion were the insurance premium renewal for 2025, Preliminary 2025 Budget, and 2025 Personnel Report (addressing COLA and Merit). IRMA approved a 3% salary range increase (just moves the ranges), with a 4% merit pool increase available for employees. They also approved a \$25,000 bonus pool.
- **AFLAC.** I met with our representative from AFLAC to go over enhancements they made to the plans offered through the Village and to discuss our open enrollment timing.
- **Investment Committee.** VA Koeppel, Village President Konen and I met with Tim Matthews for our Investment Committee meeting. The Village currently has a portfolio of \$10,067,796 with PMA Financial spread out over the General Fund, General Capital Projects, Village Hall Fund, Water Capital Fund and Capital Infrastructure Fund. The focus and discussion were around the recent Fed Rate cuts and the upcoming maturities.

Conferences/Trainings/Seminars:

2024 IGFOA Payroll Seminar – October 3, 2024 – Naperville, IL

Sheryl Behm and I attended the 2024 IGFOA Payroll Seminar held at NIU-Naperville where the topics of W-4's, Year-End Payroll Items, New Laws in effect for 2025 and a major focus on Employee Attraction and Retention.

Accounts Receivable through September 30, 2024:

	<u>As of September 30, 2024</u>	<u>As of September 30, 2023</u>
Account Billings:		
<i>Garbage Accounts</i>	3,367	3,325
<i>Water Accounts</i>	4,378	4,332
<i>Sewer Accounts</i>	4,100	4,057
<i>Road Maintenance</i>	3,548	3,506
<i>AutoPay Customers</i>	2,011	1,355
Delinquent Accounts:		
<i>1st Step - Late Bills</i>	501	566
<i>2nd Step - Delinquent Notice Sent</i>	50	34
<i>3rd Step - Tag Notice</i>	15	14
<i>4th Step- Water Shut-Off</i>	0	2
<i>Past Due Notices</i>	239	188
Active Payment Plans:	3	2

Outstanding Accounts Receivable:		
<i>After Hours Turn on Fee</i>	\$-	\$-
<i>Construction Charge</i>	-	(32.50)
<i>Copper & Lead Sampling</i>	-	(40.00)
<i>Discount</i>	-	(8.79)
<i>Garbage</i>	6,152.52	3,806.53
<i>Hydrant Fees</i>	1,555.00	2,637.57
<i>Lien Fees</i>	-	-
<i>NSF Fee</i>	-	35.00
<i>Road Maintenance Fee</i>	1,756.24	1,451.63
<i>Sewer Maintenance</i>	4,730.32	5,315.03
<i>Sewer Usage</i>	8,269.28	10,172.42
<i>Shut-Off Fee</i>	35.00	35.00
<i>Tag Fee</i>	105.00	105.00
<i>Water Maintenance</i>	5,618.2	6,637.01
<i>Water Usage</i>	(7,915.42)	(6,871.23)
<u>Total Accounts Receivable</u>	<u>\$20,306.14</u>	<u>\$23,242.67</u>



Community Development Staff Report

TO: Village President and Board of Trustees
FROM: Danielle Marion, Community Development Director
DATE: October 7, 2024

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

Meetings:

Lennar – I met with Lennar and fellow staff to further discuss their concept plan and presentation to the Village Board.

EEL – I attended the weekly engineering meeting with Staff and EEL.

CPEP – I met with Economic Development to discuss as CPEP grant application we received from property on Main St.

Dunkin Donuts – I met with fellow staff to discuss outstanding issues with Dunkin Donuts and how we should proceed.

KKOM – I attended the Kane Kendall Council of Mayors Bicycle and Pedestrian Committee Meeting.

Tasks/Updates:

Settlers Ridge Drainage – continued following up with Ryan Homes to keep moving forward with addressing the drainage issue in Settlers Ridge.

Settlers Ridge Areas 5 & 6 – we held a special meeting with the Plan Commission for a public hearing for Settlers Ridge Areas 5 & 6 on October 8th.

Starbucks – working on finalizing plans with Starbucks to get their building permit issued.

Planning & Zoning Administrator – We have hired for the Planning & Zoning Administrator position and they are scheduled to start on October 21st.

Cilantro – is still working on finishing their interior buildout. Opening date TBD.

Planning & Zoning:

Prepared agenda material and attended Village Board meetings.

Prepare agenda material for the Special Plan Commission meeting that discussed Settlers Ridge Areas 5 & 6.

Entered and sent out for review multiple Special Event permit applications.

Performed multiple plan reviews.

Working on text amendments.

Working through Silverthorne submittal, they will be on the Plan Commission agenda for October 16th.

Building:

Issued final certificate of occupancy for 550 Heartland (Terramac) and 470 B Heartland Drive (Deep Coat Building).

Completed multiple plan reviews and building inspections.

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

Issued multiple permits.

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 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.

Working on closing up outstanding cases for the season.



POLICE DEPARTMENT STAFF REPORT

TO: PRESIDENT & BOARD OF TRUSTEES
FROM: PAT ROLLINS, CHIEF OF POLICE
DATE: October 11, 2024

Notable Police Events

- Promotion of Sgt. Ramon Alcaraz to Deputy Chief of Police.
- Felony arrest of individual living at the old Sugar Grove Motel.

Conferences / Training / Seminars

- Police Law Institute monthly computerized training for October covers law updates.
- Monthly Defensive Tactics Training for October covers counterstrike techniques.

Administrative

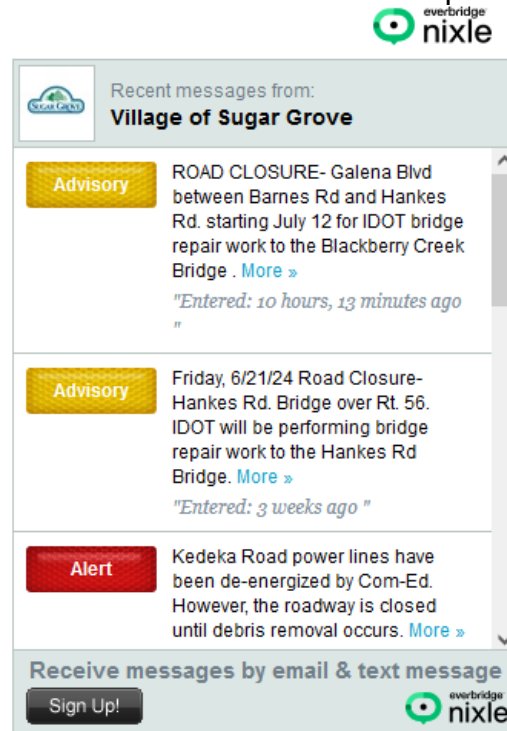
- Deputy Police Chief assessment process took place on multiple dates during the past 30 days. Three candidates took part in the assessment.
- Chief Rollins participated in a virtual webinar regarding Civil Unrest Preparedness for Law Enforcement Leaders on October 1, 2024.
- October 2, Day shift officers, SRO and command staff members participated in the lock down drill at Harter Middle School.
- Police Command Staff Meeting occurred on October 2 with participations from Sgts. Alcaraz, Kurzawa, Liss, and Administrative Officer Hanold along with Chief Rollins.
- October 7, Chief Rollins participated in a statewide webinar hosted by the Illinois State Police and Illinois School Board of Education regarding the recent trend of school threats.
- Chief Rollins attended the Tri-Com Joint Police and Fire Ops Committee meeting on October 8, hosted at the Elburn Countryside Fire HQ.
- Chief Rollins along with all other Department Heads and Village Administrator participated in the weekly Department Head meeting on October 9, 2024.
- Administrative Officer Hanold oversaw the monthly Administrative Tow/Code Enforcement Hearing hosted at the PD on October 9th.

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 October 7, the last weekly test.

Upcoming Activities:

- Sugar Grove Ace's 10th Anniversary Celebration touch a truck on October 12th.
- Sugar Grove Park District 2024 Run to Remember 5K on October 19
- 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: October 10, 2024

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

Meetings:

On October 7, 2024, I attended an IDOT/KKCOM pre project meeting regarding Merrill & Wheeler Road resurfacing projects. Merrill Road is scheduled for a June letting and Wheeler Road is scheduled for an August letting.

On October 8, 2024, I met with Dave Shultz from HR Green to discuss the IL 47 utility relocations project.

On October 9, 2024, I attended a meeting hosted by Tri Com, they are in the process of replacing all of the emergency radios located on the north and south elevated tanks.

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. The contractor is planning to grind stumps soon.

Main Street Resurfacing Project:

The contractor completed all concrete removals and is currently framing and pouring concrete.

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 154 JULIE tickets.

Staff completed the fall fire hydrant flushing.

Staff removed 7 trees and ground the stumps in preparation for the fall 50/50 program.

Staff has started to PM the snow & ice control fleet.

Staff sprayed all Village facilities for weeds.

Staff repaired 32 streetlights.

Staff replaced/repared 26 street signs.

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: October 10, 2024

Summary of Projects/Prospects:

214 S. Main- the Commercial Property Enhancement Committee will meet on October 21 to review the CPEP application for 214 S. Main in downtown Sugar Grove.

A+ Driving- met with an area resident on October 3 that is planning to open a driving school in Sugar Grove.

AR Development- participated in a virtual meeting with company officials on October 10. AR continues to have an interest in developing a small apartment complex in Sugar Grove.

Harris Golf Cars- Village President Jen Konen, Village Administrator Scott Koeppel and the Economic Development Department staff made a business retention visit to Harris Golf Cars on October 3.

Lennar- the company has informed the Village that following their concept plan presentations to the Plan Commission and Village Board, they will move forward with the planning process for the development of single family and townhomes on the Dolan property in Sugar Grove.

Mutual Development- following up with commercial developer that is interested in building a new commercial center in Sugar Grove. This company developed the Shops at the Landing center, which includes Jimmy John's and Culver's.

Terrazon- The company signed a lease to open their new headquarters office at 769 Heartland Drive. The economic development staff introduced Terrazon officials to the broker, and facilitated a site tour on September 20. Terrazon will move into the new space in November.

Marketing and Outreach:

Aurora Area CVB- Michael Cassa participated in interviews with two consulting firms that have submitted proposals to draft a three year strategic plan for the AACVB.

Comcast- Village Administrator Scott Koeppel and Michael Cassa met with Kay Page, Director of Government Affairs for Comcast on October 3.

DICE Midwest Data Center Conference- follow up continues with contacts made at the 2024 DICE Midwest conference held on September 19 in Oak Brook.

EDC Brokers Reception- invitations have been sent to commercial and industrial brokers and developers in the Chicago area for the annual EDC reception. The event will be held at Rich Harvest Farms on November 6.

Intersect Illinois- The Village of Sugar Grove was featured in the 2024 Intersect Illinois guide. This is the official publication used by Intersect to promote business investment in Illinois. The guide included an half page ad promoting Sugar Grove.

Data Center Coalition- participated in a virtual meeting of the Data Center Coalition on October 8. The purpose of the coalition is to identify opportunities to create training programs for data center employees. Michael Cassa invited the workforce development team from Waubensee Community College to become part of the coalition.

Sugar Grove Historic Society- Michael Cassa attended the October 8 SGHS board meeting on October 8. He is assisting the board with a potential grant for enhancements to the museum.



Village of Sugar Grove Initiative Fiscal Year 2024-2025 - October 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)	Will begin early 2025	
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)	Will begin early 2025	



Village of Sugar Grove Initiative Fiscal Year 2024-2025 - October 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.	Visits are being scheduled on a monthly basis.	
2	Utilize the CoStar Subscription for site, demographic, and business data	3	\$ 6,216	\$ 6,216	Report on utilization of the CoStar subscription.	CoStar Subscription started on May 1.	
3	Develop new collateral materials to promote Sugar Grove	11	\$ 2,500		Use the materials at the 2025 ICSC Show		
4	Develop a comprehensive strategy for the attraction of data centers.	10	\$ -		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. Working on specs for the technology that is needed and will be soliciting input from experts on how best to proceed. October-working with a vendor for equipment specifications to put together a RFP/Bid do to anticipated project costs	
2	ILEAP Certification Program	12	\$ 2,000		Achieve ILEAP Accreditation after the builing improvements are made to the police building.	Administartive Officer Hanold is working on required proofs of compliance for the files and needed documentation to have a mock assessment. Weekly meetings are on-going working through the process	
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. October 17, new architect firm and staff will be reviewing the project and concept plans they have been working on.	June 4, 2024 a presentation from William Architects is an agenda item for the Space Needs Study and Concept Plans. The VB at their August 20, 2024 meeting will have further discussion about concept plans and other options and opportunities from a different architect
4	Command Level Staffing Needs	12	\$ 135,000		Review the feasability of adding a command staff level/full time sworn employee to the police department.	Internal Adverstisement for the Deputy Chief Position has gone out to eligible full time sworn officers with those interested in the position to notify intent by the middle of August. Pre-announcement was sent out to all eligible potential candidates about the process. Canidates where asked to prepare certain documentation for submission.	Swearing-in ceremony for Deputy Chief Ramon Alcaraz will take place on October 15, 2025
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	Project 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.	Project submitted to IDOT, waiting on review comments.	2023 - SK to reach out to DCEO



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

Initiative		Time in Months	Estimated Cost	Actual Cost	FY24-25 Departmental Measurable Objective	Update	VB Discussion Target Date(s)
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	90% completed, should be online by the end of October	
8	Well #9 Rehab Project	12	\$ 400,000		Construction	Fall/Winter Project when water use is down	Jul-24

Updated
Complete