



ADMINISTRATION DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees
FROM: Brent Eichelberger, Village Administrator
DATE: June 17, 2022

The following is a short summary of current projects the Administration Department is working on, in addition to the regular meetings, duties, and oversight, that have an update since the last report.

ComEd – DPW Tony Speciale and I had our first “as-needed monthly meeting” with our ComEd External Affairs rep.

Groovin’ in the Grove – Along with hundreds of others, I attended the first concert of the season.

Hankes Road Bridge – IDOT is in the process of finalizing preliminary engineering and environmental studies for improvements to IL 56 at Hankes Road including the Hankes Road bridge. The Village declined IDOT’s request that the Village take responsibility for maintenance of the deck and wearing surface of the bridge. Funding for the project is not included in IDOT’s FY 2022-2027 plan.

140/160 Sale – The closing is tentatively scheduled for next week pending buyer’s acceptance of the survey that was received yesterday.

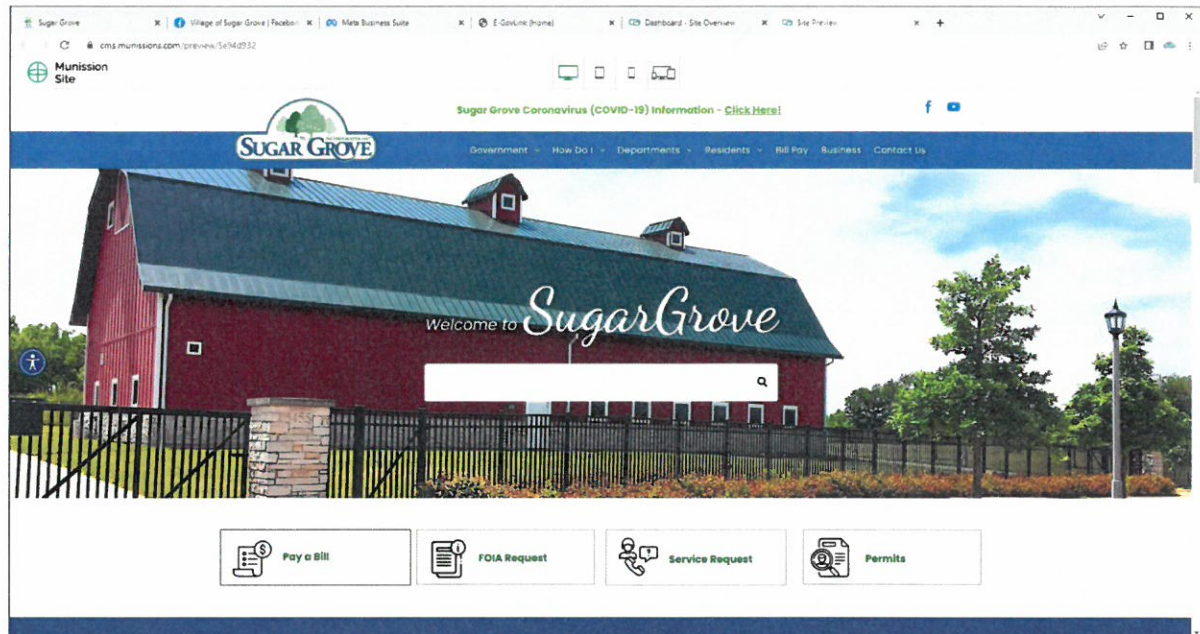
160 Lease - ATTVA Alison Murphy is coordinating preparations for the Admin/Finance move, including IT/Data wiring, signage, furniture, etc.

Social Media – Fourteen Facebook posts were published in the past two weeks including Village Board Agenda, Plan and Police Commission Meeting Agendas, Groovin in the Grove, Street Sweeping Reminder, Second Comprehensive Plan Workshop and Survey Save the Date, Nixle Sign-up Reminder, Waubensee Community College Career Fair, LIV Golf Tournament Volunteer Opportunity. Over 4,700 people were reached a post announcing the 2022 summer Food Truck Friday dates.

Village YouTube Channel – The audio recording of the June 7th Village Board Meeting was uploaded to the site.

Nixle Subscription Update – This week the Village exceeded 1,500 subscribers for Nixle Wire. These are people who signed up to get alerts on their cell phones. This is in addition to the 3,193 original landline subscribers that we put in the system at the start. The Village continues to advertise the service.

Website



On June 27, 2022, the Village of Sugar Grove will unveil its new website! Started in 2021, the website “refresh” has actually been a pretty big overhaul of both the front and back end of the website. The new site features a brighter homepage with more pictures and more buttons for quick links to frequently requested information. In addition, the homepage features News, Notices, Community Alerts and the Calendar similar to the current site. The site features a lot of functionality for customization. While the consultant and I have done our best to transition all the pages and information from the old site to the new, inevitably something will be missed and the website will need to be fine-tuned once it goes live. The total cost for the refresh was \$4,850.00. We look forward to rolling it out on the 27th!



FINANCE DEPARTMENT STAFF REPORT

TO: Village President & Board of Trustees
FROM: Matt Anastasia, Finance Director
DATE: June 17, 2022

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

Tasks/Updates:

- **Moran Economic Development.** Moran Economic Development (MED) has been working on multiple projects for the Village. The first is the Business District for College Corners, the establishment of the Public Hearing for July 19, 2022 is on the agenda to be approved on June 21, 2022 Board meeting. They are continuing to work on the pre-eligibility TIF study for the Crown Property.
- **S.B. Friedman.** SBF is evaluating and reviewing the information requested from Crown in regards to their economic package. The timeline for this process is unknown at this time.

Meetings:

- **IRMA Board of Directors Meeting.** I attended the quarterly IRMA Board of Directors meeting on behalf of the Village. Agenda topics of note were:
 - Meeting Procedures – in regards to continuing to do virtual meetings, even after the Governor's Disaster declaration expires. This pertains to if IRMA is considered a organization that has to follow the OMA.
 - 2021 Audited Financial Report and Actuarial Study as of 12/31/21.
 - Deductible Billing Change – this pertains to how they will bill each entity for claims. They will bill immediately and then credit your account if you hit your deductible in future months. Currently, they are billing months behind based on the claim dates, causing an administration nightmare.
 - Executive Session – to discuss the Performance Evaluation and Compensation package for the Executive Director, Margo Ely. Performance for 2021-22 year, as well as compensation package for 2022-23 year.

Conferences/Trainings/Seminars:

- **2022 IDOR Local Government Workshop.** The IDOR hosts annual Local Government Workshops to explain and help local gov'ts understand how IDOR handles, reports, and distributes all State administered taxes. This workshop focused on the new MyTax Portal, monthly Tax Location Verification process and what is needed from us locally, various reports available to us, and any new legislation.
- **GFOA Annual Conference, Austin, Tx.** I attended the 2022 GFOA Annual Conference June 5-8, 2022. This conference had over 6,000 attendees from all of the US & Canada. There was an enormous amount of networking and sessions attended, including RFP's for Banking Services and what to look for, Developing your first CIP, How to Deal with a Cyber Attack, and Living your Ethics through Tough Times. The speakers ranged from the Federal Cybersecurity and Infrastructure Security Agency, to the CFO of the Milwaukee Metro Sewage District. The amount of knowledge and insight received from these sessions is invaluable. There is also an Illinois networking event, which helps get insight from local representatives from other government agencies and businesses.



COMMUNITY DEVELOPMENT DEPARTMENT ACTIVITY REPORT JUNE 2022

To: President Konen and the Board of Trustees

From: Walter Magdziarz, Community Development Director

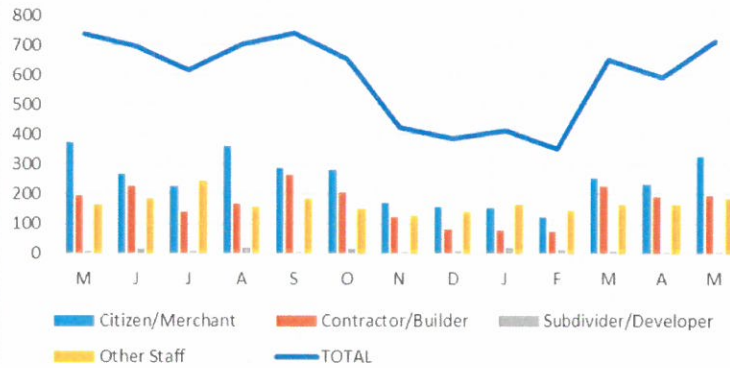
Since our last report, Community Development Department has been involved with the following activities:

- Summary of Permit, Plan Review, Inspection and other activity:**

	2022		2021	
	May	FYTD	May	FYTD
TOTAL PERMITS	66	66	59	59
Residential	2	2	0	0
Commercial	0	0	1	1
All Other Construction	64	64	58	58
CONSTRUCTION VALUE	\$ 1,345,724	\$ 1,345,724	\$ 5,355,475	\$ 5,355,475
TOTAL NUMBER OF INSPECTIONS	155	155	143	143
Property Maintenance	4	4	39	39
MOWING ORDERS	11	11	16	16
Sign removed	1	1	42	42
COMPLETION CERTIFICATES ISSUED	0	0	0	0
PLAN REVIEWS	102	102	84	84
Zoning	36	36	59	59
Building	66	66	25	25
COMPLAINTS	2	2	1	1
Verified	2	2	1	1
Corrected	2	2	1	1
REQUESTS FOR INFORMATION	713	713	738	738
Residents/Merchants	327	327	372	372
Builder/Contractor	194	194	193	193
Subdivider/Developer	6	6	10	10
Other Village staff	186	186	163	163
FOIA Requests	5	5	5	5
Miles Driven	522	522	599	599

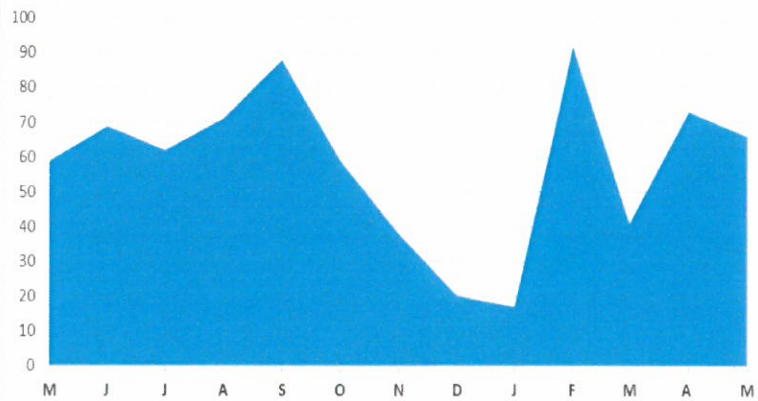
REQUESTS FOR INFORMATION

(May 2021 thru May 2022)



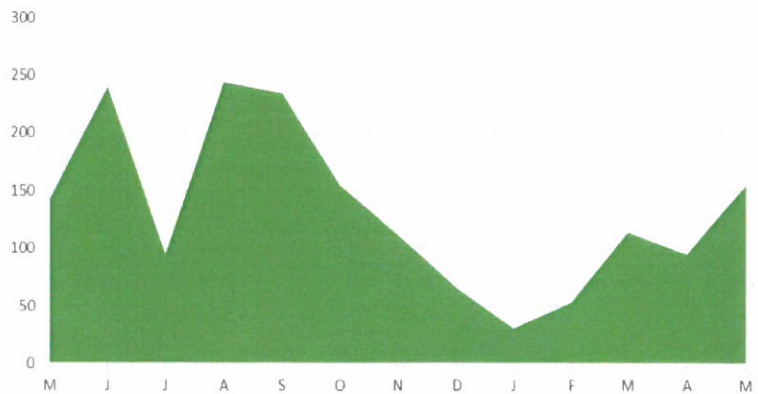
TOTAL PERMITS ISSUED

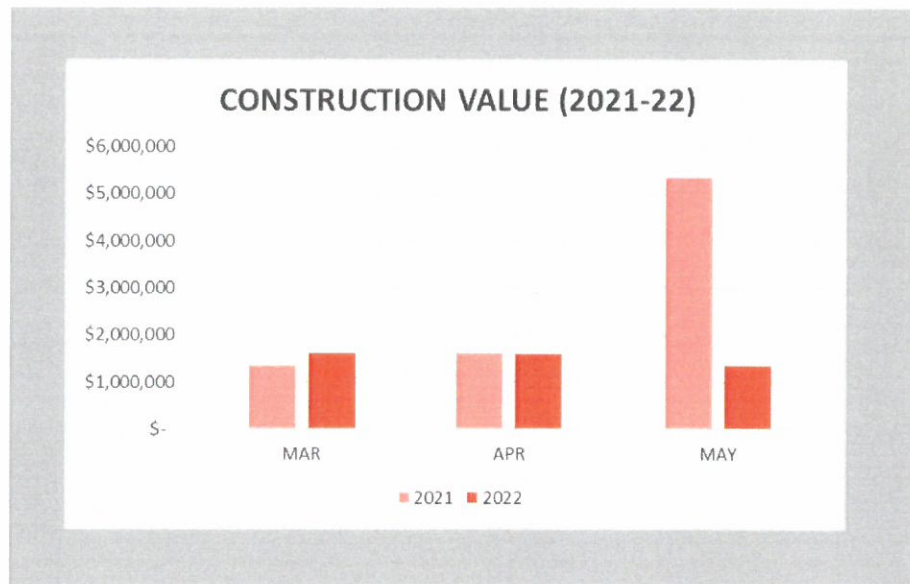
(May 2021 thru May 2022)



NUMBER OF INSPECTIONS

(May 2021 thru May 2022)





Activity highlights.

Planning & Zoning

- Prepared agenda material and attended Village Board meetings
- Prepared agenda material and attended Zoning Board of Appeals meeting
- Meeting with industrial developer interested in Jagielo (BEI) property
- Reviewed and evaluated cost to bury utilities in association with Prairie Grove Commons
- Progress meeting with CMAP and Comp Plan consultant
- Collaboration meeting for business improvement/appearance program
- Issued 7 Special Event permits
- Met with two local business concerning expansion plans
- Met with Kane County Development Director concerning LIV golf tournament and County's zoning requirements for Rich Harvest Farm
- Attended Chamber of Commerce ribbon cutting at Accredited Data Centers
- Met with representatives of a manufacturing business relocating to Sugar Grove and discussed various zoning requirements related to their business and possible modifications to an existing building (more info below)

Building

- Initiated enforcement action for several residents performing work without permits
- Initiated proceedings to revoke contractor registration for fence contractor
- Resolved unauthorized occupancy of new home with home builder
- Completed review of revised building plans for Sugar Grove Center Lot 17 commercial building; waiting for IEPA permit in order to issue building permit

Property Maintenance/Code Enforcement

- Issued one citation for construction dumping/unprotected street violations
- Collaborated with Public Works, Village engineer in response to drainage concern in Windstone
- Removed 18 signs from rights-of-way

Terramac will be making modifications to the building formerly occupied by Deep Coat on Heartland Drive. Terramac is a manufacturer of rubber-track construction equipment. They produce a light imprint vehicle that can be converted to a number of applications and it rotates 360-degrees. They will be assembling the vehicle in Sugar Grove at a location on Heartland Drive. More info at www.terramac.com






POLICE DEPARTMENT STAFF REPORT

TO: PRESIDENT & BOARD OF TRUSTEES
FROM: PAT ROLLINS, CHIEF OF POLICE
DATE: JUNE 17, 2022

Significant Police Events

- Fatal Accident at Cross St. and Sugar Grove Parkway occurred on December 31, 2021 investigation is still on-going.
- Oversize/Overweight Super-Load Truck (245,200 lbs.) without a permit attempted to navigate down Prairie and Gordon causing damage to the roadway and railroad crossing occurred on June 16. Citations issued.

Load: 		Dimensions	
Make:	3M	Width:	15-00
Model:	3MWC175-16		
Description:	GEN SET ENCLOSURE	Length:	149-00
Serial Number:	DE270029	Height:	15-10



Conferences / Training / Seminars

- Police Law Institute monthly computerized training for June covers the following topics: Federal and State hate crime statutes, hate crime elements and indicators along with investigating hate crimes.
- Officer Juan Moreno completed his 12th week at the Suburban Law Enforcement police academy which runs 14 weeks, March 28-July 1.
- Monthly Defensive Tactics Training for June covers pressure points for compliance objectives.

Administrative

- June 8, Chief Rollins participated in a virtual weekly staff meeting with Department Head Members and Alison updating each other on village initiatives and projects.
- June 8, Monthly Administrative Hearings took place in the Board Room for the communities participating in this initiative
- Chief Rollins participated in a virtual statewide meeting on June 9 regarding events surrounding mass shootings around the country and the programs Illinois is utilizing to curtail gun violence.
- June 10, Chief Rollins participated in a virtual meeting with Axon on establishing the fleet evidence system, the new in-car camera system for the PD.
- Chief Rollins participated in a State Accreditation on-line discussion on June 10 with members of the IL. Chiefs of Police Association.
- Chief Rollins met with the Kane County Sheriff and his Command Team regarding the LIV Golf event public safety endeavors to take place.
- June 15, Chief Rollins participated in a virtual weekly staff meeting with Department Head Members and Alison updating each other on village initiatives and projects.
- June 16, Department Heads and the Village Administrator met virtually with President Konen as part of our on-going weekly collaboration.
- Chief Rollins and Officer Hanold attended the monthly Kane County Chiefs of Police meeting, hosted at Waubensee Community College on June 16.
- June 16, Chief Rollins participated in a liquor license ordinance review with Alison and Village Administrator Eichelberger.
- Chief Rollins, Sheriff Hain and Commander Peeler, met with the Event Director for the LIV Golf Event out at Rich Harvest Farms on June 16.

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.
- Speed Trailer –deployed on Merrill New Rd near Sheffield Circle.



- Speed Radar Pole Signs:
Unit # 1 Deployed in the 1000 block of Wheatfield, adjacent to the park



Unit # 2 Deployed on Brookhaven Circle and Linden Court, adjacent to the park



Emergency Preparedness:

- Emergency Warning Sirens monthly and weekly testing continues. They are functioning properly as of June 13, the last weekly test.

Upcoming Activities:

- A joint active shooter drill is being planned with the Fire Department that will occur on three different dates to accommodate the different working shifts for both departments.
- 4th of July Bike Parade
- Corn Boil 5k walk/run
- Corn Boil
- LIV Golf Invitation event will be held at Rich Harvest Farms on September 12-18.

Village of Sugar Grove
Public Works Department

MEMORANDUM

June 17, 2022

TO: Village President and Board of Trustees
FROM: Anthony Speciale, Public Works Director
RE: **PUBLIC WORKS DEPARTMENT STAFF REPORT**

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

On June 9, 2022 Brent and I met with Carla Denis of ComEd virtually for a kick off monthly check in meeting.

On June 9, 2022 Brad Merkel and I met with representatives from EEI and A.C. Pavement Striping for the 2022 Micro Surfacing Pre-Construction Meeting. The Project is tentatively scheduled to start June 27th.

Fays Lane & Whispering Oaks Water Main Replacement Project:

Performance Engineering Inc. started construction on April 25, 2022. The water main installation on both Whispering Oaks and Fays Lane is complete. The concrete removal and replacement started on June 4th. The Project is on hold due to the Local 150 Strike.

Annual Road Program:

This project is on hold due to the Local 150 Strike.

LED Street Light Conversion Project:

Staff has completed the Conversion of the 113 LED Street Lights in Windstone and Black Walnut Subdivisions.

Public Works Field Operations:

Staff completed a total of 150 JULIE tickets since the last report.

Staff repaired 12 Street Lights.

Staff has been testing and servicing fire hydrants in preparation for this year's hydrant painting project.

	Current FY May - 22	Previous FY May - 21	Current Fiscal YTD
JULIE Tickets	268	236	765
Total Distribution Pumpage (1,000 gallons)	24MG	25MG	336MG
Max Daily Pumpage	1.2MG	1.3MG	1.2MG
Average Daily Pumpage (1,000 gallons)	.81MG	.84MG	.81MG



ECONOMIC DEVELOPMENT DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees

FROM: Michael Cassa, Economic Development Director

Date: June 17, 2022

Summary of Projects/Prospects:

Accredited Data Centers- Attended and spoke at ribbon cutting ceremony for their new office.

Cushman & Wakefield- Met with senior brokers on June 7 to discuss development opportunities.

Prairie Grove Commons- Met with Dave Bossy and Pat Daly at the Daly Group office in Oak Brook on June 15 to discuss proposed retail center.

Revv Aviation- Meeting with CEO the week of June 20 to follow up on Village Board presentation.

Ridgeline Property Group- Met with Ben Harris of Ridgeline on June 7 to discuss the proposed project and TIF request. Following up with the NAI Hiffman broker that represents the property owner.

Sugar Grove Town Center- Economic Development Team met on June 10 to discuss. In addition, the Economic Development Department has provided comments on the design of the brochure.

Marketing and Community Outreach:

ComEd- Met with the Economic Development Director for ComEd on June 17.

Commercial Property Enhancement Program- working with the Community Development and Finance Departments on the development of a grant program for façade and site improvements. Drafting criteria for the program. There will also be outreach to commercial property owners.

Economic Development Team Meeting- the economic development team met to discuss on-going projects on May 19. The next meeting is on June 10.

NextSite- Received overview of NextSite services from our contact Charles Branch, on June 16. Will meet Mr. Branch in mid-July during his visit to the Chicago area.

Rich Harvest Farms- Met with Jerry Rich on June 9.