



ADMINISTRATION DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees
FROM: Brent Eichelberger, Village Administrator
DATE: July 15, 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.

Groovin' in the Grove – Administrator Eichelberger attended the GitG event. It was well attended. Village Police was present in a very low key manner to provide assurance to attendees who may have been concerned based on recent events in other communities.

140/160 Sale – The closing was rescheduled to July 21st.

Prairie Glen HOA Wetland Maintenance – President Konen and Administrator Eichelberger met with Prairie Glen HOA representatives to discuss the financial burden they are experiencing to maintain their wetlands. Staff is exploring if activation of the back-up SSA may be a viable alternative to extend the burden over non-HOA property in the subdivision that is geologically linked to the wetland.

Department Head Evaluations – Formal written evaluations have been shared with the Department Heads. In person discussions are underway.

Park District – New Park District Director Scott Nadeau has expressed the Park District's desire that any property not currently in a park district that annexes to the Village, also annex to the Park District. For all practical purposes this only applies to the north end of the Village.

Upcoming Agenda Items – Administration staff is actively involved in the following items that are anticipated to be before the Board in the next couple of months:

- Police Facility Addition
- Facility Construction Approach
- Priority Capital Projects List Update
- Liquor License Update
- Blackberry Creek Bike/Pedestrian Bridge Project
- Industrial Traffic Typology Report

Social Media – Seven Facebook posts were published in the past two weeks including Village Board Agenda, Second Comprehensive Plan Workshop and Survey Reminders, How to Report a Water Main Break, Kane County Fair link. Over 1,400 people were reached with a post regarding the July Grooving in the Grove event.

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

Website – Staff continues to put finishing touches on the new website. Training of additional department staff is in progress.



FINANCE DEPARTMENT STAFF REPORT

TO: Village President & Board of Trustees
FROM: Matt Anastasia, Finance Director
DATE: July 15, 2022

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

Tasks/Updates:

- **FY21-22 Audit.** Fieldwork is being conducted on site the week of July 18th by Lauterbach & Amen.
- **Commercial Property Enhancement Program (CPEP).** The program language has been finalized, with letters to the eligible commercial property owners sent out July 8th to gauge the interest of the eligible owners. This is scheduled to be presented to the Board in August with results.
- **FY22-23 Budget Document.** The full FY22-23 Budget Document has been compiled and is in final review. This will be posted to the website by the week ending July 22nd.

Meetings:

- **CIP Committee Meeting.** In preparation for the upcoming budget, as well as to create a renovated and realistic Capital Improvement Program, the first meeting was held for the "CIP Committee." The committee is comprised of the Village Administrator, Department Heads and Michelle from EEI. There will be several meetings over the next couple months to compile all the projects we believe will happen in the next 5-10 years throughout the Village with descriptions, estimated budgets, funding sources and years of completion. The goal of the CIP is to create a realistic plan to complete necessary capital projects throughout the Village with actual funding sources identified. This would also create a plan to try to pre-fund any projects in the future possible.
- **Finance Staff Meeting.** Reinstated our weekly finance department staff meeting to improve internal communication and minimize confusion. With 2 part-time employees and 2 full-time, efficiency and communication are key to the success of the department.

Conferences/Trainings/Seminars: None



COMMUNITY DEVELOPMENT DEPARTMENT

ACTIVITY REPORT

JULY 2022

To: President Konen and the Board of Trustees

From: Walter Magdziarz, Community Development Director

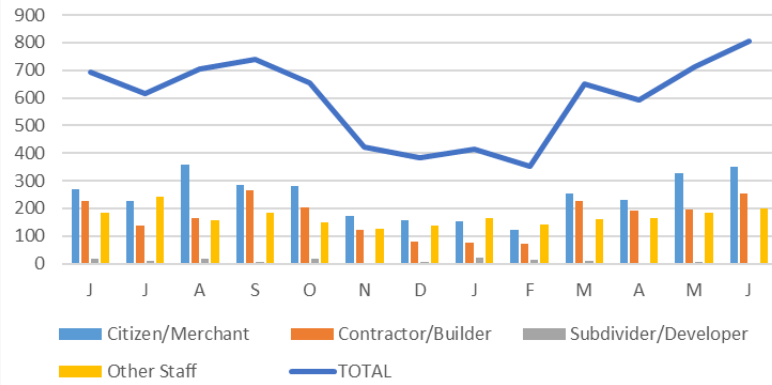
Since our last report, Community Development Department has been involved with the following activities:

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

	2022		2021	
	June	FYTD	June	FYTD
TOTAL PERMITS	91	147	69	128
Residential	2	4	0	0
Commercial	0	0	0	1
All Other Construction	79	143	69	127
CONSTRUCTION VALUE	\$ 1,991,033	\$ 3,336,757	\$ 627,755	\$ 5,983,230
TOTAL NUMBER OF INSPECTIONS	250	405	240	383
Property Maintenance	56	60	83	122
MOWING ORDERS	19	30	2	18
Sign removed	38	39	23	65
COMPLETION CERTIFICATES ISSUED	2	2	7	7
PLAN REVIEWS	142	244	107	191
Zoning	61	97	38	63
Building	81	147	69	128
COMPLAINTS	11	13	13	15
Verified	9	11	13	15
Corrected	8	10	10	12
REQUESTS FOR INFORMATION	805	1,518	694	1,432
Residents/Merchants	349	676	268	640
Builder/Contractor	252	446	225	418
Subdivider/Developer	4	10	16	26
Other Village staff	200	386	185	348
FOIA Requests	5	10	1	6
Miles Driven	1,107	1,629	1,054	1,653

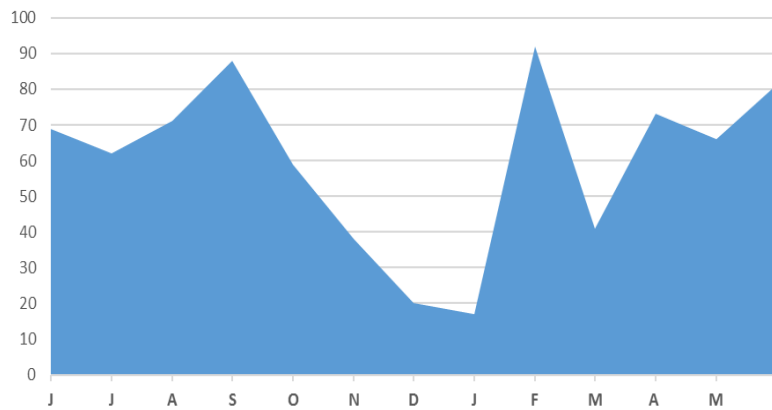
REQUESTS FOR INFORMATION

(June 2021 thru June 2022)



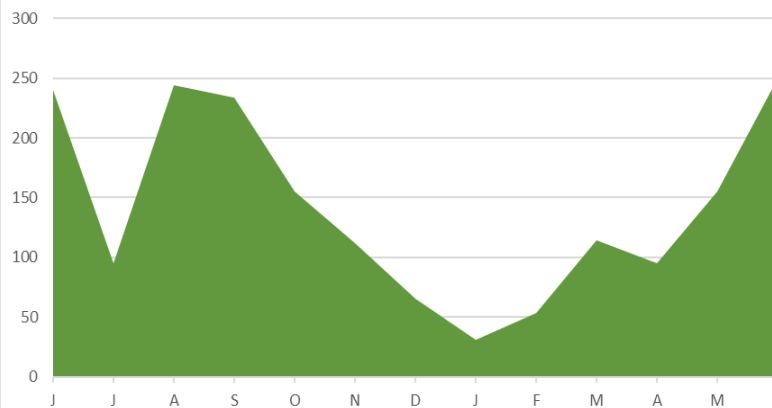
TOTAL PERMITS ISSUED

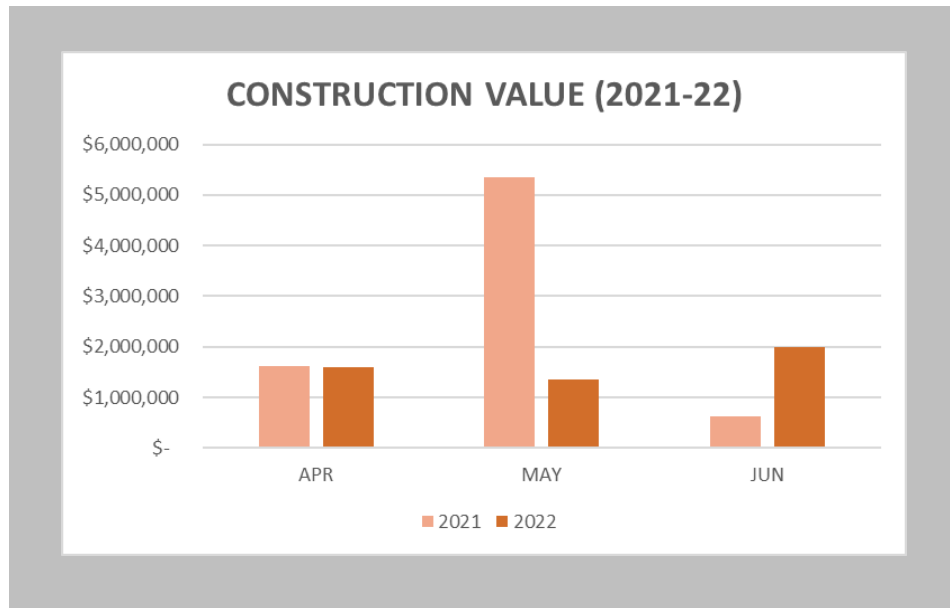
(June 2021 thru June 2022)



NUMBER OF INSPECTIONS

(June 2021 thru June 2022)





Activity highlights.

Planning & Zoning

- Prepared agenda material and attended Village Board meetings
- Prepared agenda material for Planning Commission meeting
- Meeting with CMAP and Comp Plan consultant to review and discuss next community survey, and preparations for Community Workshop #2
- Collaboration meeting for business improvement/appearance program
- Issued Special Event permits for Nick's Furniture tent sale, National MS bike ride, Urban Street food truck, Fox Valley Swedish Days bike ride, Cystic Fibrosis Cycle for Life Bike ride
- Participated in Comprehensive Plan Workshop #2
- Participated in multi-jurisdictional event planning meeting with LIV golf tournament representatives
- Collected information concerning wall signs on commercial property and revised zoning variation recommendation for Laser Wash

Building

- Initiated enforcement action for several residents performing work without permits
- Discontinued proceedings to revoke contractor registration for fence contractor

Property Maintenance/Code Enforcement

- Made numerous contacts for mowing on commercial and residential properties
- Removed 19 signs from rights-of-way

Village of Sugar Grove
Public Works Department

MEMORANDUM

July 15, 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 July 12, 2022 I along with other Village Staff and EEI met to discuss the Village CIP. Village Staff is in the process of developing a revised CIP Program Format.

On July 15, 2022 Brad Merkel and I attended the LIV Golf Event Meeting. A general overview of the Event was presented.

Fays Lane & Whispering Oaks Water Main Replacement Project: This project is complete aside from punch list and final landscaping.

Annual Road Program: The Microsurfacing has been completed in Meadowridge Villas.

The resurfacing portion of the project is on hold due to the Local 150 Strike.

Public Works Field Operations:

Staff removed 3 dead trees throughout the Village.

Staff completed a total of 135 JULIE tickets since the last report.

Staff repaired 14 Street Lights.

	Current FY June - 22	Previous FY June - 21	Current Fiscal YTD
JULIE Tickets	235	236	1000
Total Distribution Pumpage (1,000 gallons)	29MG	29MG	365MG
Max Daily Pumpage	1.5MG	1.5MG	na
Average Daily Pumpage (1,000 gallons)	.95MG	.95MG	na



POLICE DEPARTMENT STAFF REPORT

TO: PRESIDENT & BOARD OF TRUSTEES
FROM: PAT ROLLINS, CHIEF OF POLICE
DATE: JULY 15, 2022

Significant Police Events

- Fatal Accident at Cross St. and Sugar Grove Parkway occurred on December 31, 2021 investigation is still on-going.

Conferences / Training / Seminars

- Police Law Institute monthly computerized training for July covers the following topics: Landlord-tenant agreements, disputes, and dispute resolution.
- Officer Juan Moreno began his In-Service Field Training on July 4 after graduating from the 14-week police academy.
- Monthly Defensive Tactics Training for July covered defensive counterstrike techniques.

Administrative

- July 6, Chief Rollins participated in a virtual weekly staff meeting with Department Head Members and Alison updating each other on village initiatives and projects.
- July 7, Chief Rollins hosted the Public Safety Working Group for the LIV Golf Event. All U.S. host sites shared information amongst each other along with getting a debriefing of the Pumpkin Ridge event.
- Sgt. Durham participated in the Corn Boil Committee meeting on July 7.
- Chief Rollins met with Kane County Office of Emergency Management on July 12 regarding the LIV Golf Event. A tour of the facility was conducted for the members of OEM.
- Alison Murphy, IT Consultant Jeremy Ramirez and Chief Rollins met on July 12 regarding Information Technology internal direction.

- July 12, Chief Rollins participated in a CIP Committee Meeting with Department Head Members, Alison Murphy and Michelle from EEI regarding the process moving forward for documenting Capital Improvement Projects moving forward.
- Chief Rollins attended the Tri-Com Executive Board meeting at Tri-Com on July 13.
- July 13, Chief Rollins participated in a virtual weekly staff meeting with Department Head Members and Alison updating each other on village initiatives and projects
- July 13, Officer Hanold oversaw the monthly Administrative Hearing Process that occurred in the Board Room.
- June 14, Department Heads and the Village Administrator met virtually with President Konen as part of our on-going weekly collaboration.
- July 14, Sgt. Durham represented the police department at the Corn Boil committee meeting.
- Sgt. Alcaraz attended the Groovin in the Grove event on July 14.
- July 15 the LIV Golf Event Kick-Off Meeting occurred with multiple disciplines from Public Safety, County, State, Townships, Highway Departments, Dispatch agencies, Public Works, hosted at the Sugar Grove Fire Protection District. Kane County OEM is taking the lead in writing the operational plan with all agencies contributing to the event.

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 July 11, 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.
- Corn Boil 5k walk/run
- Corn Boil
- LIV Golf Invitation event will be held at Rich Harvest Farms on September 12-18.



ECONOMIC DEVELOPMENT DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees

FROM: Michael Cassa, Economic Development Director

Date: July 15, 2022

Summary of Projects/Prospects:

BEI- Meeting with developer and prospective buyer for the BEI property on May 28.

Caton Commercial- meeting scheduled for July 22 regarding two potential commercial projects.

Data Centers- Met with two leading real estate brokers that specialize in the development of data centers.

Fireside Grill- under new ownership as of July 12, 2022.

Revv Aviation- Meeting with Revv officials at their facility in early August.

Ron Cope- Meeting with Mr. Cope on July 21 to discuss development opportunities for his property.

Terramac- crawler carrier manufacturing company has signed the lease to relocate to 550 Heartland.

Marketing and Community Outreach:

Corn Boil- Mr. Cassa has signed up to be a volunteer at Corn Boil.

Commercial Property Enhancement Program- working with the Community Development and Finance Departments on the criteria and application process for a grant program for façade and site improvements. A letter will be drafted and sent to property owners the week of July 18 to determine interest in the program.

Economic Development Team Meeting- the next meeting will be on July 21.

Metro West Golf Outing- Participating in the July 29 event at Top Golf.

Sugar Grove Chamber of Commerce- met with Jackie Link, Old Second National Bank, who is a leader of the Chamber.

Staff:

Economic Development Assistant- Melissa Pendergrast has been hired. Her first day at work is July 20.