



ADMINISTRATION DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees
FROM: Brent Eichelberger, Village Administrator
DATE: August 12, 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.

160 Admin/Finance Relocation – The owner has started the physical improvements. Low voltage systems are on the 8/16 VB agenda. Furniture, window coverings, etc. are being worked on.

Prairie Glen HOA Wetland Maintenance – Staff has advised HOA representatives that activation of the back-up SSA may be a viable alternative to extend the wetland/prairie maintenance burden over non-HOA property. The HOA is reviewing options.

Comcast – Sugar Grove and Elburn have retained Stuart Chapman of MSA to advise the two communities in our negotiations with Comcast. Stu has previously done work for both communities. We have advised Comcast will proceed upon receipt of the application fee.

Industrial Traffic Typology Report – Emma Albers from Kimley-Horn will be at the 8/16 VB meeting to present the report.

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
- 160 Furniture and Tenant Improvements
- Remote Meeting Attendance Regulations

Social Media – Five Facebook posts were published in the past two weeks including Village Board Agenda, Road Program Construction Beginning, Kane County Connects link regarding annual Kane County Road Program starting. Over 1,000 people were reached with a post regarding the August Groovin' In the Grove Concert.

Village YouTube Channel – The audio recording of the August 2nd Village Board Meeting was uploaded to the site.



FINANCE DEPARTMENT STAFF REPORT

TO: Village President & Board of Trustees
FROM: Matt Anastasia, Finance Director
DATE: August 12, 2022

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

Tasks/Updates:

- **FY21-22 Audit.** The first draft of the audit is scheduled in the next week or two. Presentation to the Board will be at the September 20, 2022 Board meeting.
- **Burnt Barrel II Inducement Agreement.** The first draft of the Business District Sales Tax Inducement Agreement has been drafted for internal review.
- **Village President Village-owned Cell Phone.** A new cell phone was set up for the Village President with a dedicated number for official Village. The number is (331) 257-9211 – this will be published on the Village website and distributed to residents when calls are received.
- **College Corner Business District.** With the passage of the Business District on August 2, 2022, the Ordinance and Plan have been sent to Kane County and the Illinois Department of Revenue to meet the October 1, 2022 deadline, for implementation effective January 1, 2023.

Meetings:

- **Fox Metro Introduction.** Sondra and Brett made a visit to the Fox Metro Reclamation District site to meet our local contact. This is the person dealt with on a daily basis for all Final Water bills for closings and residents moving.
- **Capital Improvement Plan Committee.** The CIP Committee met again with the topics of inflation factor for future year projects, a full departmental project listing and a project cost threshold discussion. The plan continues to move forward and will be presented to the Board at a future Board meeting towards the end of this calendar year.

Conferences/Trainings/Seminars: None



COMMUNITY DEVELOPMENT DEPARTMENT

ACTIVITY REPORT

AUGUST 2022

To: President Konen and the Board of Trustees

From: Walter Magdziarz, Community Development Director

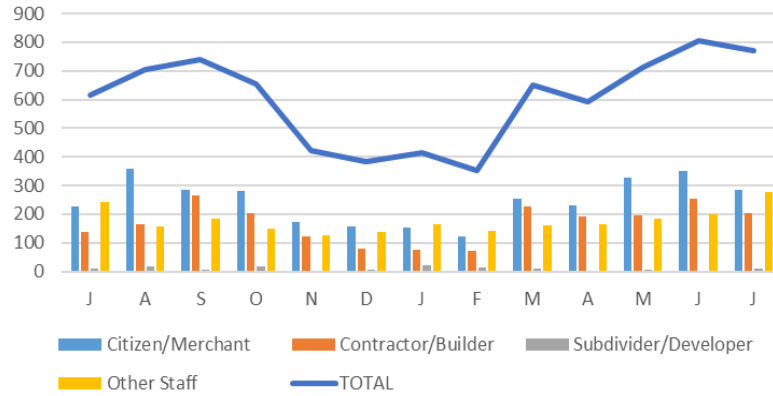
Since our last report, Community Development Department has been involved with the following activities:

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

	2022		2021	
	July	FYTD	July	FYTD
TOTAL PERMITS	45	192	62	190
Residential	4	8	1	1
Commercial	0	0	0	1
All Other Construction	41	184	61	188
CONSTRUCTION VALUE	\$ 1,552,428	\$ 4,889,189	\$ 1,165,616	\$ 7,148,846
TOTAL NUMBER OF INSPECTIONS	236	641	95	478
Property Maintenance	68	128	8	130
MOWING ORDERS	21	51	2	20
Sign removed	3	42	16	81
COMPLETION CERTIFICATES ISSUED	4	6	0	7
PLAN REVIEWS	71	315	100	291
Zoning	26	123	38	101
Building	45	192	62	190
COMPLAINTS	14	27	0	15
Verified	14	26	0	15
Corrected	14	24	0	15
REQUESTS FOR INFORMATION	772	2,290	615	2,047
Residents/Merchants	283	959	226	866
Builder/Contractor	202	648	138	556
Subdivider/Developer	10	20	9	35
Other Village staff	277	663	242	590
FOIA Requests	4	14	1	7
Miles Driven	1,203	2,832	1,023	2,676

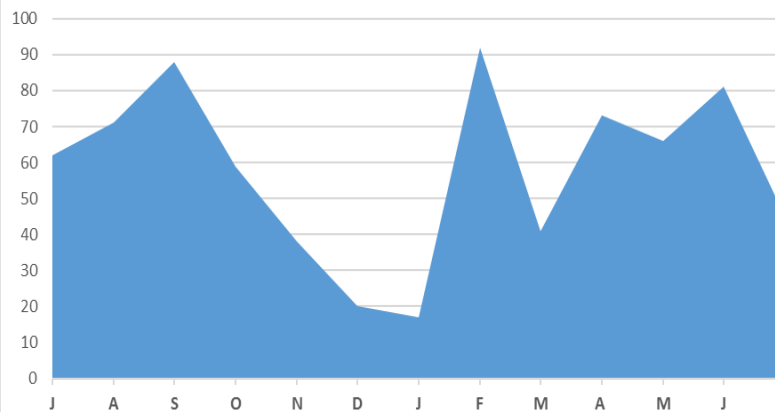
REQUESTS FOR INFORMATION

(July 2021 thru July 2022)



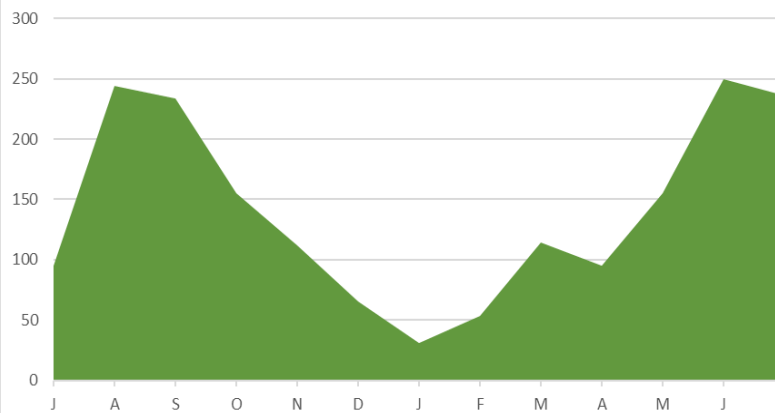
TOTAL PERMITS ISSUED

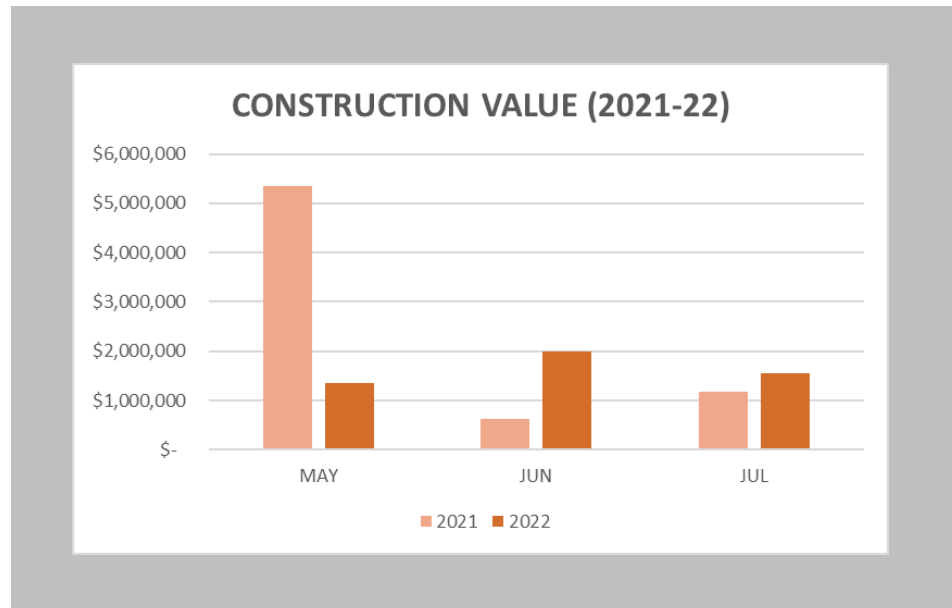
(July 2021 thru July 2022)



NUMBER OF INSPECTIONS

(July 2021 thru July 2022)





Activity highlights.

Planning & Zoning

- Prepared agenda material and attended Village Board meetings
- Prepared agenda material and attended Planning Commission meeting
- Collaboration meeting for business improvement/appearance program
- Issued 5 Special Event permits
- Meeting with industrial developer interested in site in the Village
- Continue to download development information to Economic Development Director
- Participated in Kane County Development Department event planning meeting with LIV golf tournament director
- Assisted developer with rezoning application for re-use of American Heratland Bank building/property
- Responded to builder's request to release public improvement guarantee
- Responded to request for information about proposed development at RichHarvest Farm
- Met with representatives of a manufacturing business relocating to Sugar Grove and discussed zoning variation requirements and how to expedite process
- Comp Plan coordination call with consultant and CMAP
- Sugar Grove's floodplain regulations outreach/disclosure effort will be recognized by FEMA in an upcoming local best practices publication

Building

- Responded to sidewalk issue with Ryan Homes lot in Settlers Ridge
- Collaborating with Village Engineer on corrective action needed by resident who regraded lot without authorization

Property Maintenance/Code Enforcement

- Responding to complaints about food truck
- Responded to numerous complaints of dead trees, initiated corrective action where violations existed
- Removed 8 signs from rights-of-way



POLICE DEPARTMENT STAFF REPORT

TO: PRESIDENT & BOARD OF TRUSTEES
FROM: PAT ROLLINS, CHIEF OF POLICE
DATE: AUGUST 12, 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 August covers the following topics: state and federal law related to law enforcement's use of body-worn cameras and other video capture devices.
- Officer Juan Moreno continues in his In-Service Field Training program. Ofc. Moreno completed his first phase of the training on day shift and has now moved into the 2nd phase of training occurring on the afternoon shift.
- Monthly Defensive Tactics Training for August covers impact weapons and collapsible baton covered defensive counterstrike techniques.

Administrative

- August 2nd, Officer Hanold participated in the Tri-Com Police Operations meeting hosted at Tri-Com.
- August 4th, Officer Hanold attended the annual Kaneland School District Public Safety Meeting at the old Middle School.
- The monthly Administrative Hearing for Sugar Grove/Montgomery/Elburn/Hinckley was held on August 10 in the Village Hall Board Room.
- August 11, Department Heads and the Village Administrator met virtually with President Konen as part of our on-going weekly collaboration.
- Chief Rollins and Officer Hanold participated in a LIV Golf event operational meeting held at the Sugar Grove Fire Protection District. Kane County OEM is

coordinating the operation plan paperwork for the event. Representatives for LIV Security were in town for the meeting.

- Chief Rollins participated in a Tri-Com Structural Document committee meeting on August 11 hosted at the Geneva Fire Station. The committee is charged with updating the IGA, By-Laws, and Financial Policies for Tri-Com.
- Chief Rollins, Brent Eichelberger, and Alison Murphy had a follow up meeting to review a draft ordinance regarding Liquor Control occurred on August 12.

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 August 8, 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.
- Special Olympics Cop on Rooftop at Dunkin- August 19 from 5am to 12pm.
- LIV Golf Invitation event will be held at Rich Harvest Farms on September 12-18.

Village of Sugar Grove
Public Works Department

MEMORANDUM

August 12, 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 August 4, 2022 I along with other Village staff and EEI met with IDOT to discuss the Sugar Grove/Blackberry Creek Pedestrian Bridge. IGA's were discussed. Additional follow up is still needed.

On August 5, 2022 Brent and I met with staff from Elburn and Stuart Chapman of MSA to discuss the Comcast Franchise Agreement. We are working with Elburn to develop an agreement to save on review costs. Additional information is still needed to move forward on the Franchise Agreement.

On August 11, 2022 I met to Carla Dennis of ComEd to review our Annual ComEd Report.

Fays Lane & Whispering Oaks Water Main Replacement Project:

This project is complete aside from punch list and final landscaping.

Annual Road Program:

Builder's Asphalt began saw cutting for concrete removals on Friday August 12, 2022 and they plan to start concrete removal and replacement the week of August 15th.

Public Works Field Operations:

Staff removed 4 dead trees throughout the Village.

Staff completed a total of 152 JULIE tickets since the last report.

Staff repaired 8 Street Lights.

Staff repaired a broken water main on Walnut Circle in Prestbury. The 8" ductile iron pipe developed a hole in the bell joint, a bell joint repair sleeve was installed. A total of 8 customers were without water for approximately 5 hours.



	Current FY July - 22	Previous FY July - 21	Current Fiscal YTD
JULIE Tickets	305	295	152
Total Distribution Pumpage (1,000 gallons)	34MG	26MG	365MG
Max Daily Pumpage	1.5MG	1.2MG	na
Average Daily Pumpage (1,000 gallons)	1.1MG	.86MG	na



ECONOMIC DEVELOPMENT DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees

FROM: Michael Cassa, Economic Development Director

Date: August 11, 2022

Summary of Projects/Prospects:

BEI- Follow-up with prospective national developer regarding the property at Route 47/Wheeler Rd.

Cold Storage Facility- conducting site search for developer of a cold storage facility.

Cope Property- Met with broker that represents Ron Cope.

Jim Ratons- Met Mr. Ratons on August 4 to discuss several development opportunities.

U.S. 30 Motel- Met with broker representing the motel owner on redevelopment opportunities.

Wiedner Property- met with Andrew Wiedner to discuss development opportunities for the property.

Marketing and Outreach:

Business Retention- Mr. Cassa will visit Producers Chemical, 1960 Bucktail Lane, for a tour of the facility.

Economic Development Corporation. Meeting with the Community Development staff on August 16 to discuss the transition of the EDC to the Economic Development Department. The next meeting of the EDC Board is August 24.

Economic Development Team- The team met on August 4. The next meeting is on August 18.