



ADMINISTRATION DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees
FROM: Brent Eichelberger, Village Administrator
DATE: September 16, 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.

Patrol Union Contract Negotiations – Staff received the initial proposal from the union. We are in process of reviewing it and preparing a response.

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:

- Prairie Grove Commons Project
- 88 & 47 TIF Eligibility Study
- Blackberry Creek Bike/Pedestrian Bridge Project
- IT Services Contract
- Remote Meeting Attendance Regulations
- Comcast Franchise Agreement
- Selling Village Property at the NW Corner of US 30 & Municipal
- Custodial Services Contract

Social Media – Twelve Facebook posts were published in the past two weeks including Village Board Agenda, Town Center Meeting agenda, Fire Hydrant Repainting, Part-time Police Records Clerk Job Opening, Young Eagles Event, KCC link – Permanent Vote by Mail information. Over 2,500 people were reached with a post regarding Food Truck Friday.

Village YouTube Channel – The audio recording of the September 6th Village Board Meeting was uploaded to the site.



FINANCE DEPARTMENT STAFF REPORT

TO: Village President & Board of Trustees
FROM: Matt Anastasia, Finance Director
DATE: September 16, 2022

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

Tasks/Updates:

- **ARPA Funds.** The latest we have heard from the Deputy Director of DCEO is we should have our 2nd Tranche of ARPA funds by the end of September.
- **Village General Liability & Other Insurance Review.** This review is being completed to review our services with IRMA and see other options in the market. We have had meetings with IRMA, other municipalities with pool insurance agencies other than IRMA, correspondence with other pool agencies and insurance carriers. This will be presented to the Board at a future meeting.

Meetings:

- **S.B. Friedman.** We had an update meeting with Geoff Dickinson from SB Friedman on the financial analysis of Crown. There is nothing to present at this time as this is being reviewed internally.

Conferences/Trainings/Seminars:

IGFOA Annual Conference, September 18-20, 2022 – Peoria, IL

Brett attended the IGFOA Annual Conference on behalf of myself. This was his first attendance to a conference of this type. It is good to get him experience in these events and others, while networking with officials from other organizations and companies.



COMMUNITY DEVELOPMENT DEPARTMENT

ACTIVITY REPORT

SEPTEMBER 2022

To: President Konen and the Board of Trustees

From: Walter Magdziarz, Community Development Director

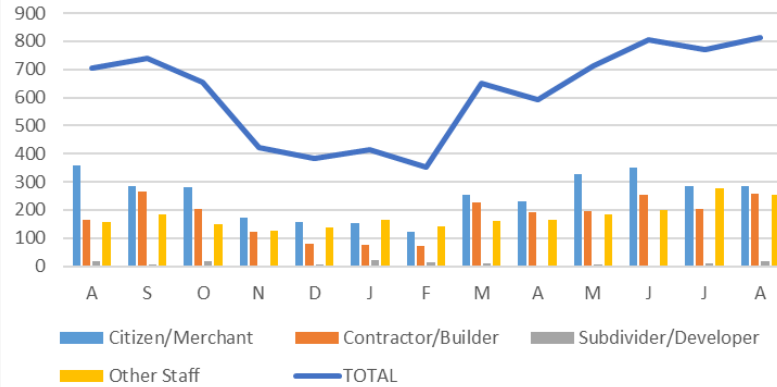
Since our last report, Community Development Department has been involved with the following activities:

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

	2022		2021	
	August	FYTD	August	FYTD
TOTAL PERMITS	65	257	71	261
Residential	2	10	1	2
Commercial	0	0	0	2
All Other Construction	63	247	70	258
CONSTRUCTION VALUE	\$ 1,982,320	\$ 6,871,505	\$ 163,714	\$ 8,802,560
TOTAL NUMBER OF INSPECTIONS	234	875	244	722
Property Maintenance	57	185	88	218
MOWING ORDERS	38	89	23	43
Sign removed	1	43	39	120
COMPLETION CERTIFICATES ISSUED	1	7	1	8
PLAN REVIEWS	97	412	95	386
Zoning	27	155	24	125
Building	65	257	71	261
COMPLAINTS	15	42	12	15
Verified	15	40	11	10
Corrected	15	39	11	16
REQUESTS FOR INFORMATION	814	3,104	703	2,750
Residents/Merchants	284	1,243	360	1,226
Builder/Contractor	257	905	166	722
Subdivider/Developer	18	38	19	54
Other Village staff	255	918	158	748
FOIA Requests	3	17	2	9
Miles Driven	1,281	4,113	939	3,615

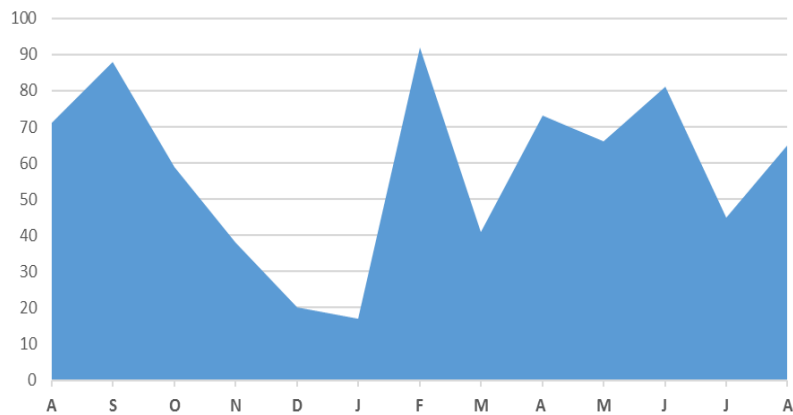
REQUESTS FOR INFORMATION

(August 2021 thru August 2022)



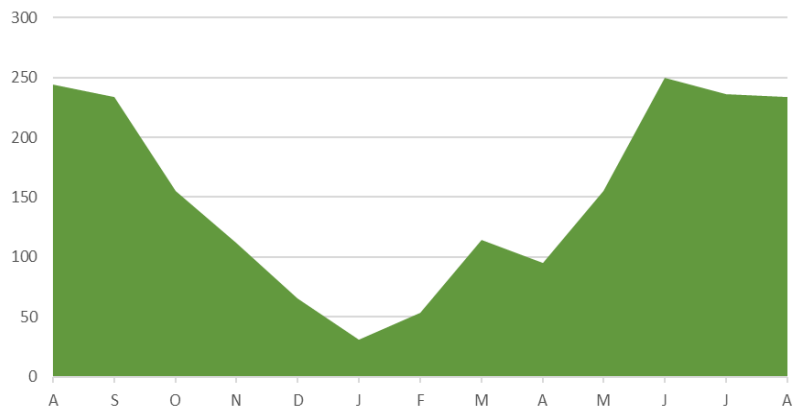
TOTAL PERMITS ISSUED

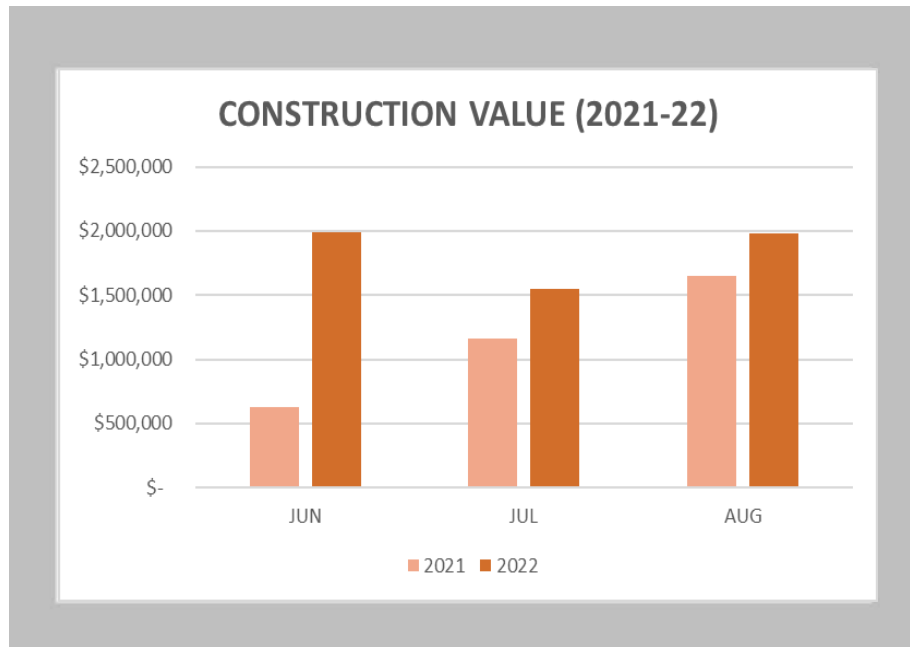
(August 2021 thru August 2022)



NUMBER OF INSPECTIONS

(August 2021 thru August 2022)





Activity highlights.

Planning & Zoning

- Prepared agenda material and attended Village Board meetings
- Prepared agenda material and attended Planning Commission meetings
- Participated in weekly management meetings
- Prepared agenda material for ZBA hearing for swim spa matter
- Participated in meeting discussing TIF eligibility for various properties in Village for future economic development purposes
- Consultation with property owner concerning annexation and reclassification of Norris Road property
- Meetings with developer concerning site plan for PUD application and necessary corrections
- Participated in ongoing negotiations for annexation agreement amendment for Prairie Grove Commons
- Participated in Corn Boil event debriefing meeting
- Participated in economic development update meeting
- Reviewing draft Comprehensive Plan outline and key recommendations
- Consultation with business owner concerning sign options
- Meeting with local business concerning food truck permits
- Continued work on drafting data center zoning district regulations
- Consultation with property owner concerning zoning requirements for outdoor storage in industrial district
- Consultation with builder concerning stormwater management ordinance requirements
- Issued 3 Special Event permits
- Participated in Kane County Bicycle Plan update meeting

Building

- Responded to three solar contractors attempting to obtain building permits without proper credentials
- Responded to Ryan Homes inquiry about conservation easement encroachment
- Continue review of latest edition of the building code to determine whether to apply in the Village
- Resolved with Ryan Homes grading issues on two lots under construction

Property Maintenance/Code Enforcement

- Removed 1 sign from right-of-way
- Began targeted enforcement in travel corridor to Rich Harvest Farm in advance of golf tournament
- Working with property owner at 799 Heartland to make property and surrounding area presentable

Village of Sugar Grove
Public Works Department

MEMORANDUM

September 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 September 12, 2022 I along with other Village staff and Michele Piotrowski met to discuss Grant Eligible Water System Improvements. Additional information on the types of submittals is currently under review.

On September 13, 2022 Brad Merkel and I along with EEI staff met with City of Aurora staff to discuss current and future water needs and options. We are currently waiting on the additional information from the ISWS.

On September 15, 2022 I along with other Village staff met to discuss PGC. There are a few items that need to be updated to move this project forward. A follow up meeting is scheduled for next week.

Fays Lane & Whispering Oaks Water Main Replacement Project:

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

Annual Road Program:

The concrete and paving portion of the project is complete. Crack filling and landscaping are scheduled to be completed by the end of September.

Fire Hydrant Painting Project:

The contractor starting painting Fire Hydrants the week of September 12th, a total of 75 hydrants out of the contract amount of 235 hydrants have been completed.



Public Works Field Operations:

Staff completed various asphalt patches throughout town using a total of 3 tons of hot mix.

Staff completed the 3rd ROW mowing for of year.

Staff completed a total of 163 JULIE tickets since the last report.

Staff repaired 1 Street Lights.

The Village has had to street light poles damaged by vehicles, both poles and light figures required complete replacement. Staff is working with the Police Department to submit information to IRMA.

	Current FY August - 22	Previous FY August - 21	Current Fiscal YTD
JULIE Tickets	387	318	1152
Total Distribution Pumpage (1,000 gallons)	28MG	29MG	365MG
Max Daily Pumpage	1.2MG	1.5MG	na
Average Daily Pumpage (1,000 gallons)	.891MG	.936MG	na



ECONOMIC DEVELOPMENT DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees

FROM: Michael Cassa, Economic Development Director

Date: September 16, 2022

Summary of Projects/Prospects:

474 Division- met with broker representing available office space.

Jones Lang LaSalle- met with Sean Reynolds, who leads JLL's data center team.

Prairie Grove Commons- scheduling follow up meeting with the developers.

Sugar Grove Center- met with owner to discuss 10/17 ground breaking ceremony.

Timbercrest- follow up with prospective buyer interested in development for the site on Route 56.

Marketing and Outreach:

Business Retention- met with William Morrissey, owner of CAM Development Group.

Commercial Property Enhancement Program- drafting letter to eligible property owners.

DICE Midwest- attending annual data center conference on September 22 in Chicago.

Economic Development Team- the team met on September 12.

Illinois TIF Conference- represented the Village at the conference in Chicago on September 14.

Sugar Grove Economic Development Corporation- the Board of Directors met on August 24.

Town Center Committee- follow up on the design of the brochure.

Valley Industrial Association- attending VIA annual meeting on September 28.