



## **ADMINISTRATION DEPARTMENT STAFF REPORT**

**TO:** Village President and Board of Trustees  
**FROM:** Alison Murphy, Assistant to the Village Administrator/Village Clerk  
**DATE:** January 13, 2023

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

**160 Admin/Finance Relocation** – Staff began moving into 160 today.

**Social Media** – Four Facebook posts were published in the past week including reminders to Sign-up for Nixle and Email Notifications, the Village Board Meeting Agenda and Village Offices being Closed on Martin Luther King, Jr. Day.

**Village YouTube Channel** – The audio recording of the January 9<sup>th</sup> Special Village Board Meeting was uploaded to the site.



## FINANCE DEPARTMENT STAFF REPORT

**TO:** Village President & Board of Trustees  
**FROM:** Matt Anastasia, Finance Director  
**DATE:** January 13, 2023

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

### Tasks/Updates:

- **Annual Police Cash Drawer Audit.** I have completed the annual police cash drawer audit.
- **FY23-24 Budget.** Staff continues to work on the budget for FY23-24, while updating FY22-23 projections along the way. First draft of the budget is due January 2, 2023.
- **IMAP Prep.** Staff from Finance, Public Works and Police have collectively been working on completing all the tasks for the Village's next IMAP visit from IRMA. This is done every 4-years (based on the Village's high rating in prior years), where IRMA looks at all the policies, procedures and practices of the Village to determine risk factors. The Village hopes to receive a high rating, allowing this to be completed in another 4-years.

### Meetings:

- **IT Department Needs.** After I collected all the IT Departmental needs from each department, Alison, Chief and myself met to discuss the list and begin to go through to set a priority listing. We will be scheduling a meeting with DeKind in the next week to go over these with them.
- **Vicarious Multimedia.** All Staff met with Vicarious Multimedia for a presentation of their services to determine if the Village should look into using them for public relation purposes.
- **Lauterbach & Amen Training Day Planning.** I met with Jamie Wilkey from L&A, to go over the expectation and topics for her presentation on January 16<sup>th</sup> at the Village-Wide training day to be held.

Conferences/Trainings/Seminars: None



## COMMUNITY DEVELOPMENT DEPARTMENT

# ACTIVITY REPORT

### JANUARY 2023

To: President Konen and the Board of Trustees

From: Walter Magdziarz, Community Development Director

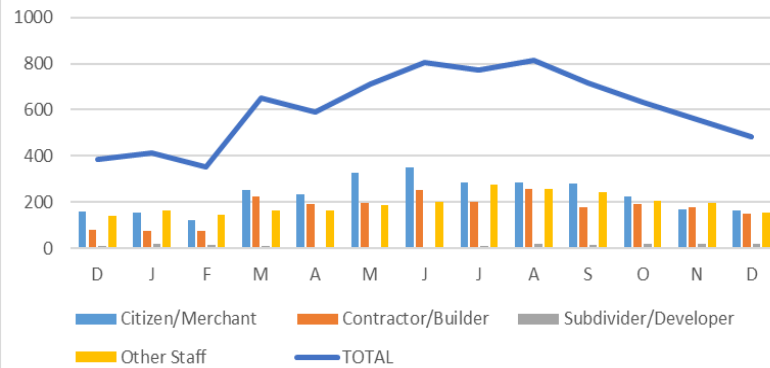
Since our last report, Community Development Department has been involved with the following activities:

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

	2022		2021	
	December	FYTD	December	FYTD
TOTAL PERMITS .....	25	392	20	466
Residential .....	3	23	0	3
Commercial .....	0	1	0	1
All Other Construction .....	22	368	20	462
CONSTRUCTION VALUE .....	\$ 2,093,253	\$ 13,834,199	\$ 322,994	\$ 12,757,288
TOTAL NUMBER OF INSPECTIONS .....	201	1,674	65	1,288
Property Maintenance .....	2	273	0	285
MOWING ORDERS .....	0	97	0	76
Signs removed .....	47	125	0	153
COMPLETION CERTIFICATES ISSUED .....	3	20	1	12
PLAN REVIEWS .....	34	617	25	660
Zoning .....	9	225	5	134
Building .....	25	392	20	466
COMPLAINTS .....	7	57	2	48
Verified .....	7	54	2	48
Corrected .....	6	53	2	48
REQUESTS FOR INFORMATION .....	484	5,494	424	4,952
Residents/Merchants .....	162	2,080	171	2,122
Builder/Contractor .....	147	1,595	124	1,395
Subdivider/Developer .....	19	106	4	88
Other Village staff .....	156	1,715	125	1,347
FOIA Requests .....	3	22	1	14
Miles Driven .....	742	7,801	472	7,160

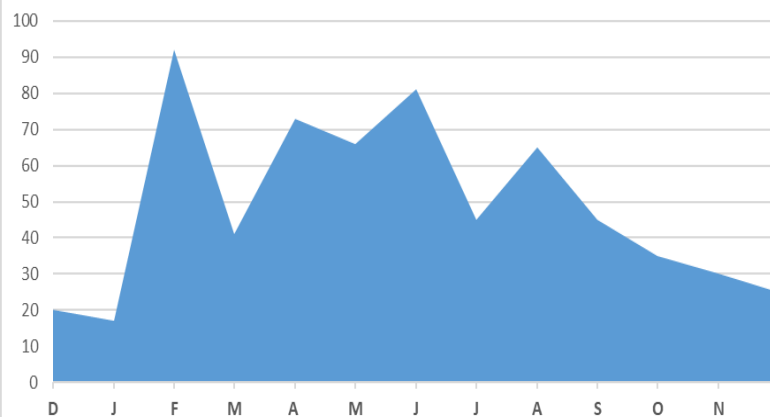
## REQUESTS FOR INFORMATION

(December 2021 thru December 2022)



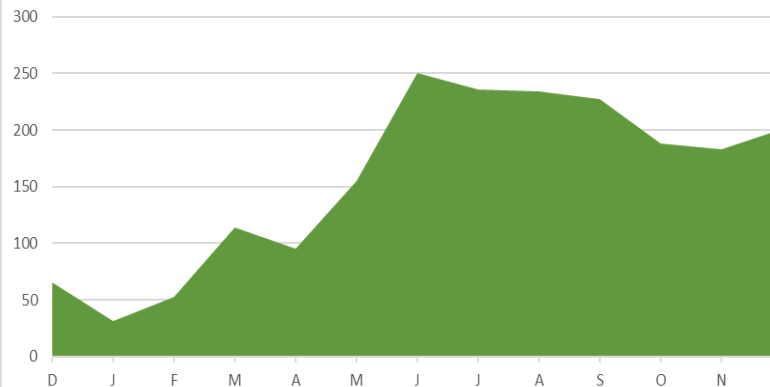
## TOTAL PERMITS ISSUED

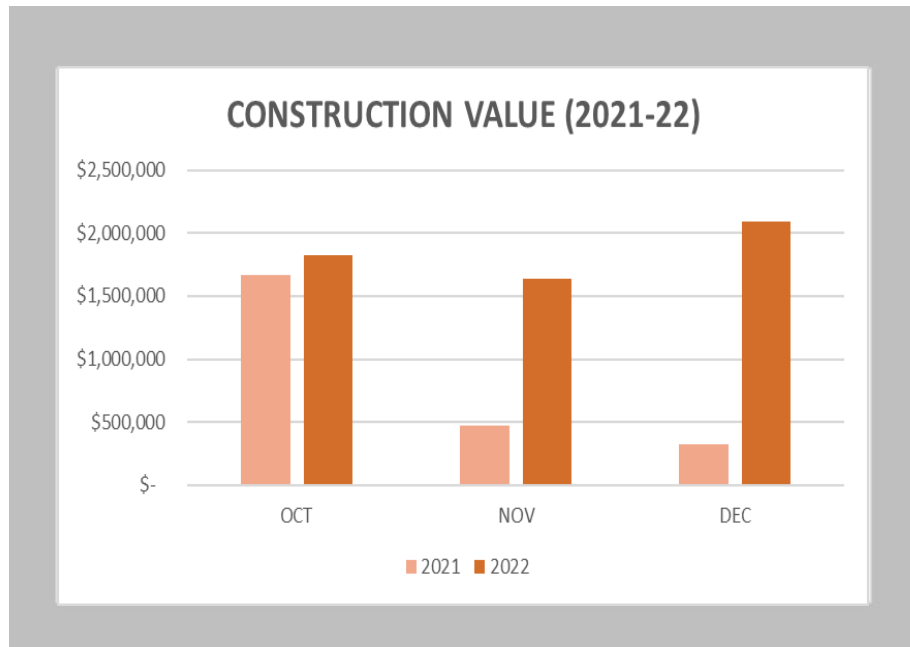
(December 2021 thru December 2022)



## NUMBER OF INSPECTIONS

(December 2021 thru December 2022)





**Activity highlights.**

**Planning & Zoning**

- Worked on draft FY24 budget
- Prepared agenda material and attended Village Board meeting
- Meeting with property owner for possible development
- Took delivery of large format plotter/scanner

**Building**

- Attended administrative warrants seminar

**Property Maintenance/Code Enforcement**



## **ECONOMIC DEVELOPMENT DEPARTMENT STAFF REPORT**

TO: Village President and Board of Trustees

FROM: Michael Cassa, Economic Development Director

Date: January 12, 2023

### **Summary of Projects/Prospects:**

Former Kuhn Property- follow up with new owners of 50-acre parcel on Route 30

Old Second Bank Building- meeting with 3 partners of potential restaurant the week of January 17

Sugar Grove Center- issuing press release on tenants for Lot 17

Business Retention- continuing to create priority list for 2023

### **Marketing and Outreach:**

Commercial Property Enhancement Program- continuing follow up with potential grant recipients

Kiwanis Club of Sugar Grove Township- met with club representative on January 10

State of the Village Breakfast- Planning underway for 2/28/23 event at Waubensee Community College

Town Center Committee- purchases rights to photos to be used in the Town Center brochure

Village of Sugar Grove  
Public Works Department

**MEMORANDUM**

January 12, 2023

TO: Village President and Board of Trustees

FROM: Anthony Speciale, Public Works Director

RE: **PUBLIC WORKS DEPARTMENT STAFF REPORT**

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

On January 11, 2023 I along with other Village Staff met with Michele Piotrowski to discuss the Future Development Capacity Issues.

On January 12, 2023 Brad Merkel and Bryan Beach and I met to review the RFQ's for the Phase III Engineering Services for Norris Rd to select an Engineering firm.

On January 13, 2023 Brad Merkel, Alison Murphy, Village of Elburn, Stu Chapman from Municipal Services Associates who represents both Villages and I met with various Comcast Representatives to discuss the Comcast franchise agreement.

**Future Village Hall:**

Staff moved into the new Village Hall on Friday January 13, 2023.

**Police Department Fence Project:**

We are currently finalizing the security& access portion of the project.

**Public Works Field Operations:**

Staff completed a total of 56 JULIE tickets since the last report.

Public Works staff moved furniture etc. into the new Village Hall.

Fall Parkway Tree Trimming begin the Week of December 5<sup>th</sup>, the focus this year is East and West Sides of Town including Chelsea Meadows. Staff is nearly 60% complete with the East Side of Town.

## SNOW & ICE CONTROL TOTALS:

Date: Total Snow/Ice Fall: Total Miles Driven: Tons of Salt Used

1/04/2023	Freezing Drizzle	135	14.5
1/05/2023	1" of Snow	407	47.5
1/06/2023	Freezing Drizzle	149	13.5
<b>Totals</b>	<b>1.0" Snow</b>	<b>691 miles</b>	<b>75.5 Tons</b>

	Current FY December - 22	Previous FY December - 21	Current Fiscal YTD
JULIE Tickets	141	132	1745
Total Distribution Pumpage (1,000 gallons)	22MG	21MG	437MG
Max Daily Pumpage	.97MG	1MG	na
Average Daily Pumpage (1,000 gallons)	.715MG	.724MG	na



## Village of Sugar Grove Initiative Update January 17, 2023

Initiative		Time in Months	Estimated Cost	Actual Cost	FY 22-23 Departmental Measurable Objective	Update
A1	Develop Administration/Finance Facilities Plan		\$50,000 - \$600,000		Determine an interim office solution for Administration/Finance staff allowing for the Police Department to move into east side of Village Hall.	It is anticipated that Admin/Finance staff will be able to begin moving into the space the end of the week of January 9th. Chief Rollins has met with Williams Architects and Cordogan Clark to get cost proposals for developing remodeling plans for 10 S. Municipal for Police use.
A2	Conduct a Comprehensive Review and Update of the Village Liquor License Ordinance		\$ 1,000		VB adoption of updated ordinance.	The Liquor Control Ordinance was passed at the December 6, 2022 Board meeting - <b>This project is complete.</b>
A3	Implement Laserfiche Electronic Document System Village Wide		\$ -		Staff from all departments are trained and using Laserfiche to manage electronic documents.	All past Board Minutes have been entered into Laserfiche. Admin staff is finalizing a procedures manual for further training in other departments.
A4	Develop and Implement Certificate of Insurance Review Process based on new Village Ordinance		\$ 1,500		Clerk staff implementing process for reviewing COI's.	Draft Insurance Requirements and a draft Ordinance Amending Village Code has been sent to the Village Attorney for review and consultation with IRMA.
A5	Issue RFP for IT Consultant Services		\$ 500		VB approval for new IT Consultant Services agreement.	Contract with DeKind Computer Consultants for IT Services was approved at the December 6, 2022 Board meeting - <b>This project is complete.</b>
A6	Review Custodial Services	3	\$ -		Provide recommendation for provider and/or service level.	The Board approved entering into a contract with Total Facilities Maintenance on December 20, 2022. Staff is working to finalize the contract following suggestions from the Village Attorney. Work is expected to begin the week of January 16th.
CD1	Facilitate New Town Center		\$ -		VB approval of a prioritized list of viable sites.	TC Committee reviewed draft brochure 8/29
CD2	Update the Comprehensive Plan		\$ 24,000		Presentation of consensus plan for adoption by the Village Board.	Draft key recommendations reviewed; plan development under way; next Steering Committee meeting tentatively scheduled for December 14, 2022
CD3	Update Zoning Ordinance - 47 Corridor Plan		\$ 500		VB approved Ordinance.	
CD4	Update Zoning Ordinance - Main Street Plan		\$ 500		Placement on VB agenda for discussion	VB directed staff to proceed September 20, 2022
CD5	Update Zoning Ordinance - Big Box Industrial		\$ 500		VB approved Ordinance.	
CD6	Update Zoning Ordinance - Data Centers		\$ 500		VB approved Ordinance.	Presented to VB for adoption on December 6, 2022
CD7	Transform the Zoning Ordinance & Subdivision Regulations into a <del>Unified</del> Development Code (UDC)		\$ -		Placement on VB agenda for discussion.	
CD8	Building Officials Mutual Aid Agreement		\$ 500		VB approved Agreement.	
CD9	Update CD Web Site		\$ -		Permit Tip Sheets and revamped Proposed Development section on web site.	
CD10	Convert CD Records to a digital format		\$ -		5,000 oversized plan sheets, 500 permit files and 100 resource materials during FY22-23.	in-progress
ED1	Develop Economic Development Incentive Policy		-		VB approval of a policy.	
ED2	Implement Commercial Property Enhancement Program		\$ 50,000		Village Board approval of a program.	Discussing program with potential applicants.
ED3	Increase Utilization of Next Site Services		-		Utilize services as part of overall marketing plan.	
ED4	Make a Recommendation on the future of the Economic Development Corporation		\$ -		Presentation to VB	Made presentation to Village Board on September 20, 2022. - <b>This project is complete.</b>
ED5	Develop a marketing strategy that includes a new website.		-		Presentation to Village Board.	Karben Marketing has begun designing the website.
ED6	Meet with civic and business leaders.		\$ -		Complete initial meetings.	Several meetings with local leaders have been held with more scheduled.

## Village of Sugar Grove Initiative Update January 17, 2023

Initiative		Time in Months	Estimated Cost	Actual Cost	FY 22-23 Departmental Measurable Objective	Update
F1	Revamp CIP	6	\$ -		Present a new updated CIP Plan to the Board for Approval.	The Final projects have been compiled. The plan is being compiled together and will be presented to the Board on February 7, 2023 meeting.
F2	Review General Liability & Property Insurance Coverage	6	\$ -		Present change to VB if recommended.	This was presented at the December 20, 2022 Board meeting with no action needed. - <b>This project is complete.</b>
F3	Complete the Illinois Municipal Treasurers Institute certification	3	\$ 1,200		There are 3 Phases to be completed, over 3 years. Each Phase is 4 days - complete Phase 1 in FY22-23.	I attended Phase I of the Institute November 13-17, 2022. This is completed for the year and will continue each year for Phase II and Phase III. Certification is anticipated to be applied for January 2024. - <b>This project is complete for FY22-23.</b>
PD1	Joint Table Top and Training EMA Exercise	6-9	\$ 1,000		Completion of both a table top and a live training exercise.	
PD2	Body-Worn Camera Implementation	10	\$ 55,000		100% Implementation of a Body-Worn Camera Policy and Program.	The Board approval the purchase of Body Worn Cameras, Software and Equipment from Axon Enterprises at the November 15, 2022 meeting. BWC order was placed and hoping to be operational in late January 2023
PD3	Emergency Response Planning	9	\$ -		Update the Village's Emergency Response Plan and present to Board.	
PD4	Establish a Technological Redundancy in the Emergency Operations Center.	6	\$ -		Present a plan to the Village Board with implementation budget dependant.	
PD5	ILEAP Certification	6	\$ -		Achieve ILEAP Accreditation.	Public Works ordered a steel door on our behalf so that we can provide a relocated aresonal in another part of the PD. The door has been hung and a lock set will be ordered. PD is awaiting the move into the other side of the building and will schedule out a mock assessment, followed up with the official assessment
PD6	Patrol & Sergeant Contracts Renewal		\$ 7,500		Village Board and Union approved contracts.	The FOP Contract for Patrol is on the December 6, 2022 agenda for Board approval. The Sergeant negotiations have not yet started.
PW1	Conduct Water Works Needs Assessment	16	\$ 143,579		Complete Assessment in coordination with CMAP Comp. Plan Update and present to Board	Waiting on additional study from ISWS.
PW2	Conduct Sanitary Sewer Needs Assessment	16	\$ 50,000		Collection of all individual reports into one and presented to Board.	Waiting on additional information from Fox Metro.
PW3	Dugan Woods Fays Lane Phase 1 Watermain Engineering & Construction	14	\$ 983,000		Complete Engineering and Construction of Phase I of the Dugan Woods Fays Lane Water Main Replacement project.	This project is complete aside from punch list and final landscaping.
PW4	Dugan Woods Fays Lane Phase 2 Watermain Engineering	14	\$ 50,000		Complete Phase 1 Engineering of Phase 2 in the Dugan Woods Fays Lane Water Main Replacement project.	Phase 2 Engineering expected to VB in May 23
PW5	Blackberry Creek Pedestrian Bridge ITEP Project	12	\$ 127,306		Phase II Engineering Complete - Phase III Engineering and Construction in process. Full project to be completed in FY23-24.	Phase II Engineering approved at the 09/20/2022 Board Meeting. Draft IGA's have been sent to our partners. Follow Up Meeting held with our partners on 09/30/2022. Maintenance IGA Approved by Village Board on 10/18/2022. Sent Phase II Engineering to IDOT for Approval.KCFPD Easement, Construction and Access Agreement IGA Currently under review by all agencies. All IGA's Approved by all Partners. Getting Signatures.
PW6	Safe Routes to School ITEP Project	12	\$ 218,000		Complete Engineering and Construction of Safe Routes to School ITEP project.	Phase II Engineering approval at the 09/20/2022 Board Meeting. Sent Phase II Engineering to IDOT for Approval.
PW7	Crosswalk across US 30 at Municipal Drive	12	\$ 144,760		Installation and Completion of a Crosswalk at US-30 and Municipal Drive.	Discussion at 10/04/2022 Board Meeting. Reviewed at 10/18/2022 Board Meeting. Waiting until Final Notification of Grant to proceed.