



ADMINISTRATION DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees
FROM: Alison Murphy, Assistant to the Village Administrator/Village Clerk
DATE: February 17, 2023

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

Budget – Staff completed the budget request for the FY 2023-2024 year for the Administration and Boards & Commissions departments. Staff worked with DeKind to complete the request for IT items.

160 Move Odds & Ends – Staff is coordinating the procurement of odds and ends as a result of the move to 160 such as business cards, additional furniture, and supplies.

State of the Village Address – Staff is working with President Konen and the department heads to put together the State of the Village Address.

Comprehensive Plan Workshop – Staff worked with Community Development staff to provide live streaming for the event and for emailed public comments.

Comcast Agreement – Staff is working with Director Merkel on the Comcast Franchise Agreement including meetings and Public Notices.

2023-2024 License Applications – Applications for liquor, amusement, video gaming, and tobacco licenses have been sent out. The due date is March 1, 2023. Staff is working with applicants to answer any questions regarding the new ordinance.

FOIAs – Staff has been fielding an increased number of FOIAs that require more time to respond to over the past few months.

Social Media – Twelve Facebook posts were published in the past two weeks including the Plan Commission Agenda, Police Commission Meeting Agenda, Village Board Agenda, Tony Speciale Retirement Picture and Video, Utility Bill Drop Box Temporarily Unavailable Notice, Town Center Meeting Notice and Cancellation, Village Offices Closed for Presidents' Day, Happy Valentine's Day Post, Comp Plan Workshop Reminder. Over 2,000 people were reached with the post linking to Tom Skilling's post of picture of Sugar Grove.

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



FINANCE DEPARTMENT STAFF REPORT

TO: Village President & Board of Trustees
FROM: Matt Anastasia, Finance Director
DATE: February 16, 2023

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

Tasks/Updates:

- **FY23-24 Budget.** Budget Workshop #1 – General Fund is to be discussed on the February 21, 2023 Board meeting.
- **160 S. Municipal Move.** We have slowly been working through updating all of our vendors, accounts, entities of our address change.

Meetings:

- **BS&A Cloud Upgrade.** I had our kickoff meeting with BS&A to upgrade to the Cloud. We established the main point of contact for each module upgrade. We should receive an upgrade and training schedule in the next 3 months. Right now, the timetable is 12-16 months to be upgraded.
- **FY23-24 IT Needs and Budget.** I met with Nick Thommes from DeKind to review the FY2023-2024 IT budget requested. This has all been incorporated into the budget to be presented.
- **Personnel Manual Update.** I met with Attorney Julien to go over a complete review and update of the Village Personnel Manual. The last time from records, the Personnel Manual was updated was 2004.
- **IMRF Authorized Agent Webinar.** I attended my annual Authorized Agent workshops for IMRF. It is a required workshop annually for the designated Authorized Agent of each organization.
- **FNBO Meeting.** I met with Justin VanVooren and Lisa Lund from FNBO to go over a review of our Treasury items with the bank. Justin VanVooren is also the lead on a new division of FNBO, the Public Entity Relationship. He will be our lead contact as our government relations manager.

Conferences/Trainings/Seminars: None



COMMUNITY DEVELOPMENT DEPARTMENT

ACTIVITY REPORT

FEBRUARY 2023

To: President Konen and the Board of Trustees

From: Walter Magdziarz, Community Development Director

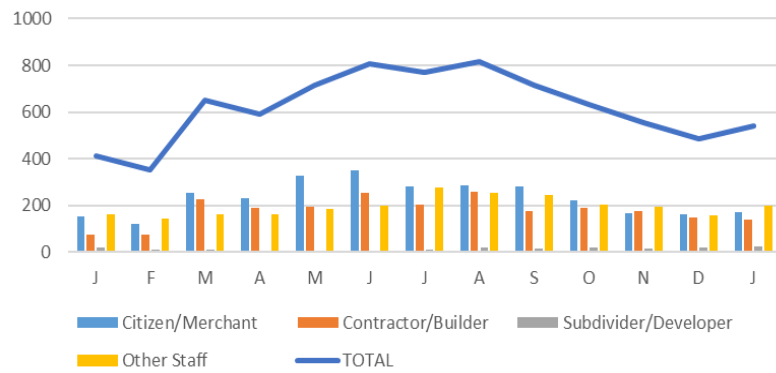
Since our last report, Community Development Department has been involved with the following activities:

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

	2023		2022	
	January	FYTD	January	FYTD
TOTAL PERMITS	20	412	17	483
Residential	3	26	0	3
Commercial	0	1	0	1
All Other Construction	17	385	17	479
CONSTRUCTION VALUE	\$ 990,297	\$ 14,824,496	\$ 446,298	\$ 13,203,586
TOTAL NUMBER OF INSPECTIONS	114	1,788	65	1,288
Property Maintenance	6	44	0	285
MOWING ORDERS	0	97	0	76
Signs removed	0	125	0	153
COMPLETION CERTIFICATES ISSUED	5	22	1	12
PLAN REVIEWS	28	645	25	660
Zoning	8	233	5	134
Building	20	412	20	466
COMPLAINTS	7	64	1	49
Verified	7	61	1	49
Corrected	6	59	1	49
REQUESTS FOR INFORMATION	540	6,034	424	4,952
Residents/Merchants	173	2,253	153	2,122
Builder/Contractor	140	1,733	77	1,395
Subdivider/Developer	27	133	20	88
Other Village staff	200	1,915	164	1,347
FOIA Requests	5	27	5	19
Miles Driven	697	8,498	154	7,314

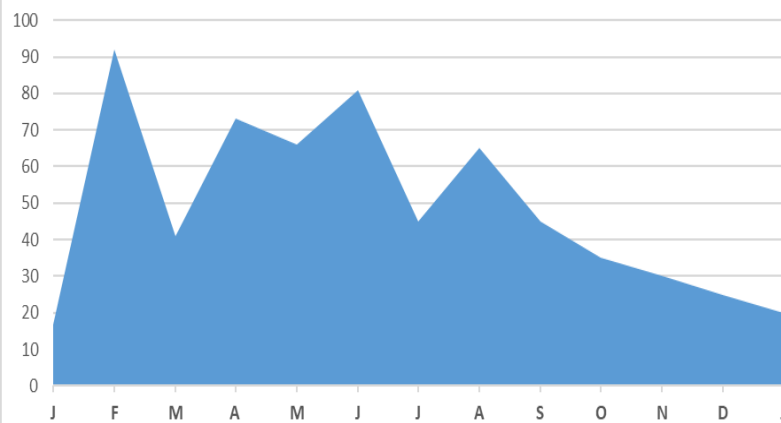
REQUESTS FOR INFORMATION

(January 2022 thru January 2023)



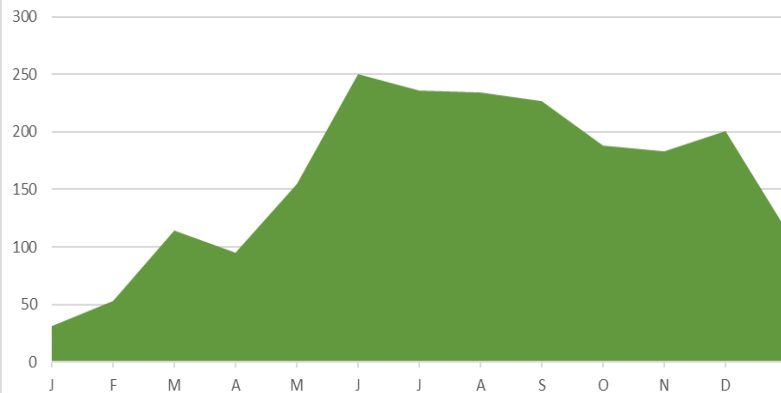
TOTAL PERMITS ISSUED

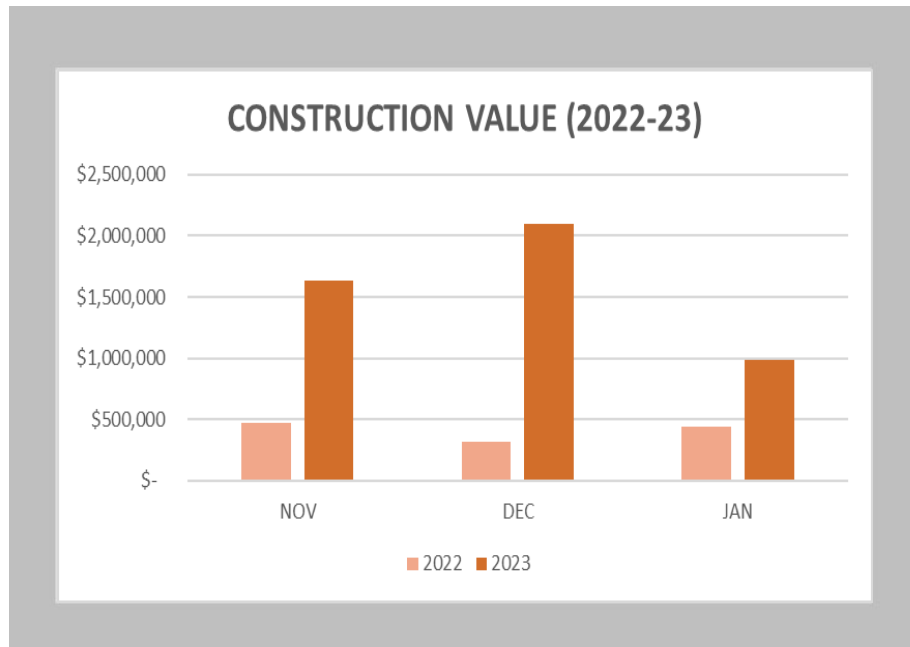
(January 2022 thru January 2023)



NUMBER OF INSPECTIONS

(January 2022 thru January 2023)





Activity highlights.

Planning & Zoning

- Prepared agenda material and attended Village Board meeting
- Meeting with property owner for possible development
- Worked on draft FY23 budget
- Consultations with CMAP and planning consultant
- Attended EDC Board meeting
- Consulted with business interested in occupying space on Heartland Drive
- Meeting with party interested in developing a multi-sports complex
- Participated in Comprehensive Plan community workshop
- Prepared Zoning Ordinance text amendment pertaining to truck parking in residential areas
- Meeting with Fox Metro staff concerning service area capabilities and issues

Building

- Responded to contractor objections to solar regulations

Property Maintenance/Code Enforcement

- Continued adjudication hearing for one active case



POLICE DEPARTMENT STAFF REPORT

TO: PRESIDENT & BOARD OF TRUSTEES
FROM: PAT ROLLINS, CHIEF OF POLICE
DATE: FEBRUARY 16, 2023

Significant Police Events

- None to report

Conferences / Training / Seminars

- Police Law Institute monthly computerized training for February covers the following topics: Reporting Child Abuse and Neglect, and Cultural Competency.
- Officer Casey Kasper is in field training and is working on completing his training phase while on the Midnight Shift. .
- Monthly Defensive Tactics Training for February covers defensive counterstrikes.

Administrative

- Officer Hanold coordinated the Administrative Code Hearing on February 8 for multi-agencies.
- Officer Hanold attended the quarterly Tri-Com Joint Fire and Police Operations meeting representing SGPD hosted at the Elburn Fire Station HQ on February 14.
- Two of the three budgeted replacement squad cars (Chevy Tahoe) arrived at the Police Department on February 15 from the dealer. The squad cars will need to go to the outfitter and graphic design shop before being placed into service. It is anticipated that it will still be a couple more months before the two will be patrol road ready. The third squad car is due to be manufactured the first week of March and will be delivered hopefully by the end of March.
- Chief Rollins participated in a virtual weekly staff meeting with Department Head Members, President Konen and Alison updating each other on village initiatives and projects on February 15.
- The Board of Police Commissioners along with Chief Rollins held the regular monthly Police Commission meeting on February 15.
- February 17, Chief Rollins attended in Village-wide Safety Committee hosted at Admin/Finance Executive Offices.

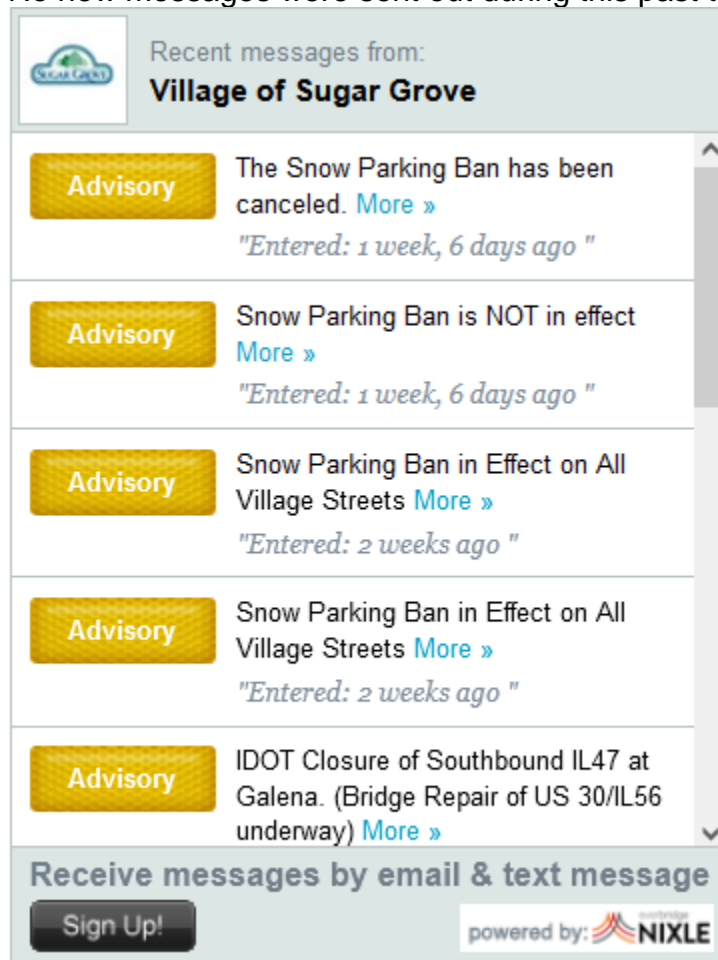
Directed Patrols and Crime Prevention Activity

- 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.
- **Open Burning:**
- No known out of compliance issues for the period were reported/discovered.

Emergency Preparedness:

- Nixle Community Messages sent out:

No new messages were sent out during this past timeframe.



The screenshot displays a Nixle interface for the Village of Sugar Grove. At the top, it says "Recent messages from: Village of Sugar Grove". Below this, there are five message cards, each labeled "Advisory" in a yellow box. The messages are as follows:

- 1. "The Snow Parking Ban has been canceled. [More »](#)" with a timestamp of "Entered: 1 week, 6 days ago".
- 2. "Snow Parking Ban is NOT in effect [More »](#)" with a timestamp of "Entered: 1 week, 6 days ago".
- 3. "Snow Parking Ban in Effect on All Village Streets [More »](#)" with a timestamp of "Entered: 2 weeks ago".
- 4. "Snow Parking Ban in Effect on All Village Streets [More »](#)" with a timestamp of "Entered: 2 weeks ago".
- 5. "IDOT Closure of Southbound IL47 at Galena. (Bridge Repair of US 30/IL56 underway) [More »](#)".

At the bottom of the list, there is a section titled "Receive messages by email & text message" with a "Sign Up!" button. The footer indicates the system is "powered by: NIXLE".

- Emergency Warning Sirens monthly and weekly testing continues. They are functioning properly as of February 13, 2023, the last weekly test.

Upcoming Activities:

- The Police Department will occupy the 10 S. Municipal building as Administration and Finance moved to their new temporary facility. IT Contractors are readying the vacant side to make it operational for accessing the police department's network.



Public Works Staff Report

TO: Village President and Board of Trustees
FROM: Brad Merkel, Public Works Director
DATE: February 16, 2023

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

Meetings:

On February 7, 2023 I met with representatives from the Park District to discuss the resurfacing and ADA improvements scheduled for Windsor Pointe Subdivision in this year's Road Program. The Park District is going to cost share the resurfacing and ADA improvements to the 3 Parking Lots that service the parks within the Windsor Pointe Subdivision.

On February 8, 2023 President Konen, Village Staff, Michele from EEI and I met with representatives from Fox Metro to discuss future sanitary sewer capacity within the Village.

On February 9, 2023 President Konen and I attended a virtual meeting hosted by IDOT regarding the US 30 and Dauberman to IL 47 Project. Phase 1 of this project has been completed. IDOT stated that there is no funding allocated for this project in the near future.

On February 10, 2023 Alison Murphy and I met with the Village of Elburn, Stu Chapman and various Comcast Representatives to discuss the Comcast franchise agreement. The Agreement is complete and is currently being reviewed by the Village Attorney before Public Notice is published. The Franchise Agreement will be presented to the Village Board at the March 21, 2023 Village Board Meeting.

Police Department Fence Project:

Correct Electric completed the security & access control portion of the week of February 13, 2023.

Annual Preventative Well Testing:

Layne Christensen complete all of the Annual Preventative Maintenance Well Testing the week of February 6, 2023 except Well #9, the Phase Monitor Failed. Correct Electric replaced the Phase Monitor on February 16. Layne Christensen will be back to complete Well #9 asap. Once Well 9 is complete Layne Christensen will complete the report.

Water System Valve Maintenance Program:

The Village Board awarded a Contract to ME Simpson to perform a multi-year water system valve maintenance program that consists of locating and operating water system valves. ME Simpson started the project on January 25, 2023. To date they have located and operated 154 valves within the east and west sides of town.

Public Works Field Operations:

Staff repaired a fire hydrant that was damaged by a snow plow contractor.

Staff completed pot hole patching throughout the Village.

Staff repaired a broken b-box in Prestbury.

Staff jetted 1000 feet of sanitary sewer in Prestbury.

Staff completed a total of 58 JULIE tickets since the last report.

Fall Parkway Tree Trimming begin the Week of December 5th, the focus this year is East and West Sides of Town including Chelsea Meadows. Staff is nearly 85% complete with the East Side of Town.

The replacement Patch Trailer was received on February 9, 2023 and is in service.



ECONOMIC DEVELOPMENT DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees

FROM: Michael Cassa, Economic Development Director

Date: February 17, 2023

Summary of Projects/Prospects:

Burnt Barrel: toured the restaurant on February 15 to see construction work on the interior.

Data centers: met with national data center developer on February 9.

Fireside Grille- preparing Commercial Property Owner Enhancement Program application.

Hotel Project- scheduling site visit with a developer that may consider building a hotel in Sugar Grove.

Sports Facility- met with sports facility developer on February 13. Preparing list of potential sites.

Terrazon: met with company officials on February 16 to discuss potential site for new facility.

Marketing and Outreach:

Comprehensive Plan- attended public workshop on February 9.

Fox Metro- participated in meeting at Fox Metro on February 8 to discuss sanitary sewer issues.

International Council of Shopping Centers Show- preparing target list of retailers and restaurants.

SB Friedman- participated in virtual meeting on February 17 regarding progress on TIF report.

State of the Village Breakfast:

As of February 16, 111 people and 10 sponsors have registered for the February 28 event.

Dr. Brian Knetl, the new President of Waubensee Community College, has been added to the agenda.

On February 14 staff briefed Ne' Keisha Stepney from WCC, who will serve as moderator for the event.

Staff met with WCC technical staff on the process for recording of the event.

Staff is collecting photos and sponsor logos for the power point, the printed program, and signage.