



ADMINISTRATION DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees
FROM: Alison Murphy, Assistant to the Village Administrator/Village Clerk
DATE: March 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.

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.

Comcast Agreement – Staff worked with Director Merkel on the Comcast Franchise Agreement. The agreement is up for approval at the March 21, 2023 Board meeting. Staff is working with Comcast on publicity pieces to announce the agreement to the community.

2023-2024 License Applications – Applications for liquor, amusement, video gaming, and tobacco licenses have been sent out. The due date was March 1, 2023. Most applications have been received and are complete. Staff is working to finish any outstanding items.

Social Media – Thirteen Facebook posts were published in the past two weeks including the Village Board Agenda, Police Commissioners Meeting Agenda, Plan Commission Meeting Agenda, Daylight Savings Time Reminders, Kane County Clerk link regarding Early Voting Opening, Sugar Grove Library link regarding Meet the Candidates Forum, Arbor Day Parkway Tree Giveaway, Parkway Tree Trimming, Signs Prohibited in the Parkway, Happy St. Patrick's Day. Over 6,200 people were reached with the Police Press Release regarding the Vehicle Hijacking.

Village YouTube Channel – The audio recording of the March 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: March 17, 2023

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

Tasks/Updates:

- **FY23-24 Budget.** The final budget workshop is on March 21st. With no other items to discuss, the FY2023-2024 budget will be presented for approval on April 4, 2023 with all of the accompanying Resolutions for the proposed fees and fee schedule.
- **Village Administrator Search.** The Village Administrator interviews have continued to move through the process, as the 2nd round has been completed with a panel of interviews with the Board. It is anticipated to have the process completed in April.
- **IRMA 2024 Underwriting Questionnaire.** We have received our annual request for all the underwriting items for IRMA to be completed for 2024. Work has begun and is due back to IRMA on April 6, 2023.

Meetings:

- **Legislative Drive-down Project Meeting.** President Konen, Alison Murphy, Michael Cassa, Brad Merkel and myself met to discuss the projects we would like to create a brochure to hand out when Staff and Elected Officials participate in the annual drive-down to Springfield to meet with legislators.
- **Weekly PR Meeting.** The weekly PR meeting was held again to start planning for the upcoming month.
- **IRMA Board of Directors Meeting.** I attended the quarterly IRMA Board of Director's meeting. There were no real significant items on the agenda for approval at this meeting.
- **Congresswoman Lauren Underwood.** President Konen, Michael Cassa, Alison Murphy and myself met with Congresswoman Underwood to discuss all the things happening in Sugar Grove, address some funding needs the Village is facing and make sure we were addressing everything we could to have the best application for the grant window open through her office.

- **Urban Food Truck.** Staff met to discuss the application regarding the Urban Food Truck's request to be at the same location as last year in the parking lot that is shared with the Laundromat.
- **Commercial Property Enhancement Program.** The first CPEP program application has been received and the Committee met to discuss the application and request. This application was received from Fireside Grille. Once reviewed, the application will make its way with a recommendation from the Committee, to the Village Board for approval.
- **Bi-Monthly Treasurer Luncheon and Discussion.** I hosted the bi-monthly treasurer luncheon and discussion that is a subset of the Illinois Municipal Treasurer Association I am a part of. This is some of the local surrounding community Finance Directors and Treasurers, where we get together as a meeting and to brainstorm ideas to help each other out. I hosted this at the Sugar Grove Café.
- **S.B. Friedman Analysis.** President Konen, Michael Cassa and myself attended our monthly meeting with SB Friedman to go over an update on the work they have been doing for the financial analysis of Sugar Grove LLC. This was a status meeting, as there has been no report completed yet.

Conferences/Trainings/Seminars: None



COMMUNITY DEVELOPMENT DEPARTMENT

ACTIVITY REPORT

MARCH 2023

To: President Konen and the Board of Trustees

From: Walter Magdziarz, Community Development Director

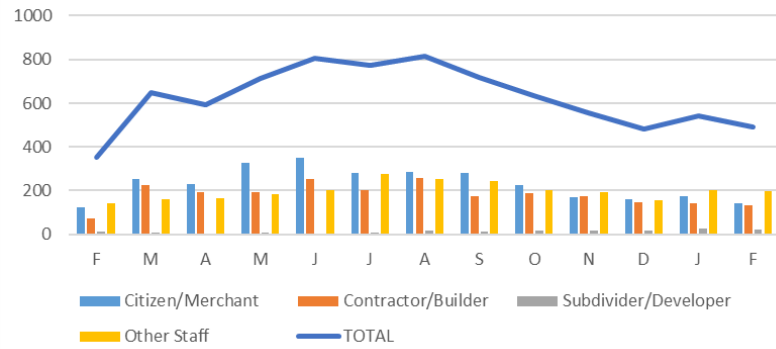
Since our last report, Community Development Department has been involved with the following activities:

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

	2023		2022	
	February	FYTD	February	FYTD
TOTAL PERMITS	22	434	92	575
Residential	3	29	0	3
Commercial	0	1	0	1
All Other Construction	19	404	92	571
CONSTRUCTION VALUE	\$ 1,212,933	\$ 16,037,429	\$ 538,180	\$ 13,741,766
TOTAL NUMBER OF INSPECTIONS	83	1,871	53	1,372
Property Maintenance	0	279	0	285
MOWING ORDERS	0	97	0	76
Signs removed	10	125	2	155
COMPLETION CERTIFICATES ISSUED	2	27	2	14
PLAN REVIEWS	34	679	168	828
Zoning	12	245	76	253
Building	22	434	92	575
COMPLAINTS	5	69	0	49
Verified	5	69	0	49
Corrected	5	69	0	49
REQUESTS FOR INFORMATION	490	6,524	351	5,717
Residents/Merchants	140	2,393	123	2,398
Builder/Contractor	131	1,864	73	1,545
Subdivider/Developer	23	156	12	120
Other Village staff	196	2,111	143	1,654
FOIA Requests	5	32	1	20
Miles Driven	545	9,043	371	8,404

REQUESTS FOR INFORMATION

(February 2022 thru February 2023)



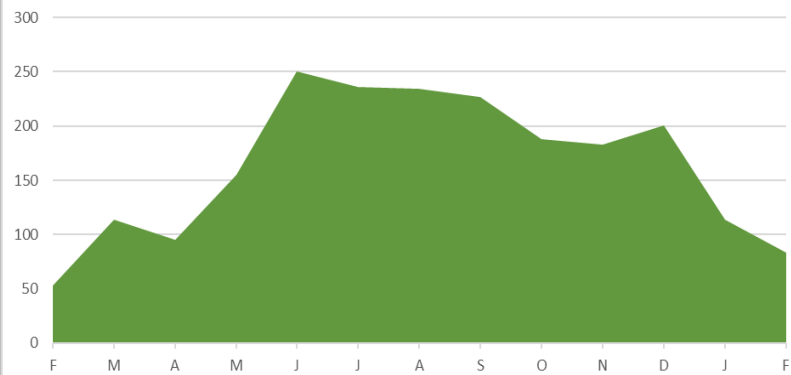
TOTAL PERMITS ISSUED

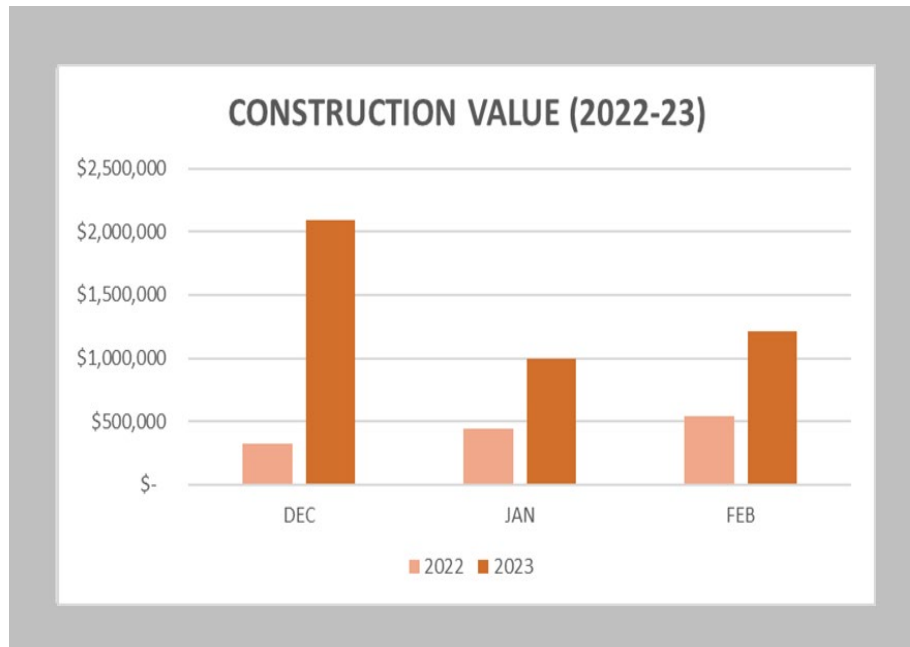
(February 2022 thru February 2023)



NUMBER OF INSPECTIONS

(February 2022 thru February 2023)





Activity highlights.

Planning & Zoning

- Prepared agenda material and attended Village Board meeting
- Prepared agenda material and attended Planning Commission meeting
- Meeting with property owner for possible development
- Prepared Zoning Ordinance text amendment pertaining to truck parking in residential districts
- Collaborated with Finance Department on building permit fee resolution
- Meeting with Comprehensive Plan consultant
- Participated in meeting concerning food truck application
- Participated in Commercial Property Enhancement Program application review meeting
- Drafted proposed regulations for various performance standards

Building

- Continue to work on closing inactive files
- Initiated enforcement action on general contractor at SGC Lot 17 construction site

Property Maintenance/Code Enforcement

- Removed 47 signs from Village rights-of-way
- Met with Heartland Drive business owner concerning Special Use Permit violation.
- Initiated enforcement action at 6 Main Street for Special Use Permit violation



POLICE DEPARTMENT STAFF REPORT

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

Significant Police Events

- Armed Robbery, Aggravated Vehicle Hijacking, unlawful use of a weapon by a felon, and aggravated discharge of a firearm. Sugar Grove officers responded to an incident on March 10 where a delivery beverage vehicle was parked at the BP off Waubensee Dr. When the driver completed his delivery and returned to the cab area of the delivery truck, an offender armed with a semi-automatic weapon held him up and tried to steal the vehicle and contents with the delivery truck driver still inside. A 31-year-old Chicago resident was charged with the four felony counts. The investigation and follow up continues.
- March 6, Sgt. Kurzawa made a traffic stop at Sugar Grove Parkway and Prairie on a vehicle where a ghost gun was found during a search. The frame of the weapon was 3D printed. Magazine was loaded with 9mm ammunition. An 18-year-old Aurora resident was charged with Aggravated UUV x 3, along with a FOID card violation.

Conferences / Training / Seminars

- Police Law Institute monthly computerized training for March covers the following topics: Determining Custodial Status, Interrogations, Miranda's Required Elements, Two-Step Interrogation, Rights Invocations-Revocation-and Waivers, Public Safety Exception, and Miranda regarding Minors.
- Officer Casey Kasper was released from solo training the second week of March and is out on his own. He will be tracked monthly during his probationary period with periodic performance reviews.
- Monthly Defensive Tactics Training for March covers Impact Weapons/Collapsible Baton.
- March 15, Sugar Grove Officers during roll-call received training on a new initiative in Kane County. The new program being rolled out is Collaborative Diversion. Members of the Kane County State's Attorney's Office, Collaborative Diversion

unit imparted insight into the available program and its resources. Officers provided great input and understanding into the type of calls and potential individuals that this program could benefit from.

Administrative

- Chief Rollins participated in a virtual attorney meeting with Department Head Members, President Konen and Alison on March 6.
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- Officer Hanold coordinated the multi-jurisdiction Administrative Hearing held at in the Board Room on Wednesday March 8.
- March 14, Chief Rollins participated in a virtual kick-off meeting with Axon regarding their Fleet 3 Mobile In-Car video system which will be replacing our existing in-car video system..
- Chief Rollins participated in a weekly staff meeting hosted at the Executive Office Conference room with President Konen, Department Head Members and Alison updating each other on village initiatives and projects on March 15.
- March 15, Chief Rollins participated in a mobile food vendor virtual meeting with other members of the Village's executive team.
- The Board of Police Commission held its regularly scheduled monthly meeting on March 15. Chief Rollins attended the meeting as the liaison to the Commissioners.
- Officer Hanold and Chief Rollins attended the monthly Kane County Chiefs of Police Meeting hosted at the Campton Hills Police Department.


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.



Recent messages from:
Village of Sugar Grove

Advisory

The Snow Parking Ban has been canceled. [More »](#)
"Entered: 1 week, 6 days ago "

Advisory

Snow Parking Ban is NOT in effect [More »](#)
"Entered: 1 week, 6 days ago "

Advisory

Snow Parking Ban in Effect on All Village Streets [More »](#)
"Entered: 2 weeks ago "

Advisory


Snow Parking Ban in Effect on All Village Streets [More »](#)
"Entered: 2 weeks ago "

Advisory

IDOT Closure of Southbound IL47 at Galena. (Bridge Repair of US 30/IL56 underway) [More »](#)

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powered by: 

- Emergency Warning Sirens monthly and weekly testing continues. They are functioning properly as of March 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: March 16, 2023

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

Meetings:

On March 7, 2023 I attended the Ice Rink Debrief meeting, Public Works is going to pump the water out of the Ice Rink within the next few weeks.

On March 8, 2023 Michael Cassa, Village Engineer Brian Schiber and I met to discuss various development projects within the Village.

On March 8, 2023 I attended a webinar hosted by Maguire Iron, the webinar discussed different designs/styles of water tower mixers.

On March 9, 2023 I attended the Public Works Monthly Safety Meeting.

On March 13, 2023 Alison Murphy, Laura Julien and I met with Stu Chapman discuss the Comcast franchise agreement. The Agreement is complete and Public Notice is published. The Franchise Agreement will be presented to the Village Board at the March 21, 2023 Village Board Meeting.

On March 16, 2023 Michael Cassa and I met with a local land owner to discuss future projects.

Training:

Chris Lemke applied for and received a scholarship for the Illinois Public Service Institute. The training is a 3-year program for one week of each year totaling over \$1,500 in savings to the Village.

Annual Road Program:

This project was awarded to Builders Asphalt at the March 7th Village Board Meeting. Staff has not received an estimated start date.

Central Fays Lane and Creek Crossing Water Main Replacement Project:

This project was awarded to Conley Excavating at the January 17th Village Board Meeting. Staff has not received an estimated start date.

Public Works Field Operations:

Staff completed pot hole patching throughout the Village.

Staff worked with M.E. Simpson to complete hydrant flow testing at various locations throughout the Village as part the Water Works System Needs Assessment.

Staff jetted 2500 feet of sanitary sewer in Prestbury, in doing so they discovered a line with a tree root problem. A sewer liner was installed by Innovative Underground to stop the tree roots from damaging the sewer main.

Staff completed a total of 76 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 completed the East Side of Town, Chelsea Meadows, Heartland Drive and Waubensee Drive. We are going to move into Windsor Pointe to trim ahead of this year's Road Program.



The additional Community/Economic Development sign has been installed at 601 Heartland Drive.





ECONOMIC DEVELOPMENT DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees

FROM: Michael Cassa, Economic Development Director

Date: March 17, 2023

Summary of Projects/Prospects:

1st Secure Bank- made business retention visit on March 9.

BDM Property- assisting truck trailer sales and leasing company considering locating in Sugar Grove.

Data centers: follow up with data center developers and brokers.

Dolan & Murphy- met with the Dolans to discuss development potential for their two properties.

Fireside Grille- reviewed Commercial Property Owner Enhancement Program application.

Graham Shell- meeting with Mr. Graham on March 21 to discuss adjacent vacant lot.

Producers Chemical- discussing potential future expansion opportunities.

Sports Facility- developer is following up with brokers for three potential sites.

Terrazon: met with staff to discuss site specifications for prospective new facility.

Marketing and Outreach:

State of the Village- preparing thank you letters to speakers and sponsors.

Sugar Grove EDC- provided letters of support for Village grant requests.