



ADMINISTRATION DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees
FROM: Alison Murphy, Assistant to the Village Administrator/Village Clerk
DATE: April 14, 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 – The final delivery of new furniture for 160 was installed on Friday, April 14th. This concludes the bulk of moving items.

2023-2024 License Applications – Liquor, amusement, tobacco and video gaming licenses have been distributed to applicants that have completed all required paperwork. There are still a couple outstanding items to be collected that staff is following up on.

ILCMA Professional Development – I attended the April ILCMA Professional Development Event regarding emergency preparedness that included speakers from the DC Sniper Case and the Highland Park July 4th shooting. The information presented will be used to complete the FY24 Administration Department Emergency Operations/Continuity of Operations Plan Initiative.

Social Media – Fifteen Facebook posts were published in the past two weeks including the Village Board Agenda, Paperless Utility Billing, MetroNet Disruption, Election Day, Street Sweeping Mallard Point Wetland Burn, Community Clean-up Day, Draft Comprehensive Plan available and Public Hearing Notice, Lock It or Lose It, National Public Safety Telecommunicators Week, Coffee with Konen Reminder Announcement of new Village Administrator Scott Koeppel. Over 34,000 people were reached with a Police Department post regarding a found dog.

Village YouTube Channel – The audio recording of the April 4th Village Board Meeting was uploaded to the site.



POLICE DEPARTMENT STAFF REPORT

TO: PRESIDENT & BOARD OF TRUSTEES
FROM: PAT ROLLINS, CHIEF OF POLICE
DATE: APRIL 14, 2023

Significant Police Events

- None

Conferences / Training / Seminars

- Police Law Institute monthly computerized training for April covers the following topics: Lawful Searching, The Exclusionary Rule: Mapp v. Ohio, Reliance upon warrants, and various law enforcement search court cases.
- Monthly Defensive Tactics Training for April covers Impact Weapons/Collapsible Baton.
- Sgt. Kurzawa is in a 40-hour Truck Enforcement Officer class hosted at West Chicago Police Department from April 10 through April 14.
- April 13, Axon provided on-site training for staff regarding their software application, Evidence.com. Records staff and Command Staff members participated in the training.

Administrative

- The police squad cars were outfitted with new in-car camera equipment, Axon Fleet 3. The installation took place from April 4 through the 6th at Public Works. Twelve squad cars had the old equipment removed and replaced with Fleet 3 during this time frame. The squad car cameras and our body worn cameras are now on the same platform and integrated which will greatly help with efficiency and reduce technical challenges.
- Chief Rollins participated in a Department Head meeting with President Konen on April 5, hosted at the Village Executive Office.
- Chief Rollins and Administrative Officer Hanold participated in a virtual Police Chiefs Steering Committee meeting with IRMA and its members on April 11.
- Officer Hanold coordinated the multi-jurisdiction Administrative Hearing held at in the Board Room on Wednesday April 12.

- Chief Rollins participated in a Department Head meeting with President Konen on April 12, hosted at the Village Executive Office.

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 shows a list of five advisory messages from the Village of Sugar Grove. Each message includes a yellow 'Advisory' tag, the message text, a 'More »' link, and an entry date. The messages are as follows:

- 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 »](#)

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

- Emergency Warning Sirens monthly and weekly testing continues. They are functioning properly as of April 10, 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.



FINANCE DEPARTMENT STAFF REPORT

TO: Village President & Board of Trustees
FROM: Matt Anastasia, Finance Director
DATE: April 14, 2023

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

Tasks/Updates:

- **ARPA Reporting.** I completed the March 2023 reporting requirement for our ARPA funds. This was the final tranche of monies and reporting.
- **FY23-24 Budget.** The budget has been sent to the County for filing. We are awaiting the filing receipt.
- **Building Permit Fee Survey.** I completed a building permit survey of surrounding communities to compile for our discussion regarding the Village's FY23-24 Building Permit Fee Schedule at the April 18th Board Meeting.

Meetings:

- **Performance Evaluations.** I completed all the FY22-23 performance evaluations for Finance and Administration departments.
- **Investment Committee Meeting.** President Konen and myself met with Tim Matthews from PMA for our bi-annual investment committee meeting. The main topic of focus was interest rates and where they are at today. They believe they are at the peak today, and will start to see a decline. We have maturities happening in May and we will determine then if we lock them in, or keep them liquid as that interest rate is currently 5.16%.
- **Village Administrator Meeting.** Scott Koeppel has been meeting with Department Heads ahead of his start date to meet with them individually. I had my meeting with him on Friday, April 14th.

Conferences/Trainings/Seminars:

ITIA Spring TIF Conference, *Springfield, IL* – April 11-13, 2023

I attended the Spring ITIA TIF Conference along with ED Director Michael Cassa. There were a plentiful amount of topics to discuss, including, EV in the future and Illinois, TIF 101, Illinois Comptroller TIF Reporting, Digitizing TIF Managements, and Legislative updates. This was held in Springfield Tuesday to Thursday, April 11-13th.



Public Works Staff Report

TO: Village President and Board of Trustees
FROM: Brad Merkel, Public Works Director
DATE: April 11, 2023

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

Meetings:

On April 11, 2023

Training:

On April 11, 2023 Village Engineer Brian Schiber attended the Fox Valley Branch APWA lunch and learn. Transitioning from teammate to manager and dealing with difficult employees were the topics of discussion.

On April 12, 2023 Public Works hosted Mower Safety Training provided by IRMA, several other towns attended the training.

On April 12, 2023 President Konen, Brian Schiber, Michele Piotrowski and myself met with representatives from Fox Metro to discuss future Village Sanitary Sewer capacities.

On April 13, 2023 Brian Schiber and I attended the Annual Road Program Pre-Construction Meeting.

On April 13 & 14, 2023 Public Works staff attended Annual Chlorine Safety Training hosted by Alexander Chemical Company.

Annual Road Program:

This project was awarded to Builders Asphalt at the March 7th Village Board Meeting. The preconstruction meeting was held on April 13, 2023. Construction is estimated to start in June.

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:

Layne Western completed the Well #6 abandonment on April 12, 2023.

Staff completed spring hydrant flushing from April 3-14, 2023.

Staff completed pot hole patching throughout the Village.

Staff completed a total of 92 JULIE tickets since the last staff report.

Staff completed spring restoration of parkways from snow removal damage.



COMMUNITY DEVELOPMENT DEPARTMENT ACTIVITY REPORT APRIL 2023

To: President Konen and the Board of Trustees
From: Walter Magdziarz, Community Development Director

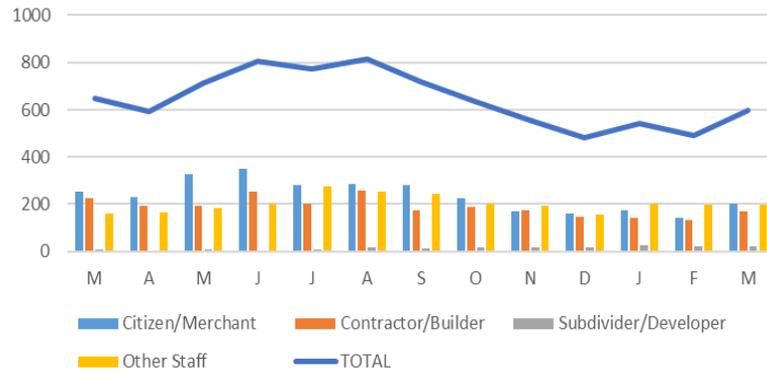
Since our last report, Community Development Department has been involved with the following activities:

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

	2023		2022	
	March	FYTD	March	FYTD
TOTAL PERMITS	22	456	41	616
Residential	3	32	3	6
Commercial	0	1	0	1
All Other Construction	19	423	38	609
CONSTRUCTION VALUE	\$ 1,103,170	\$ 17,140,599	\$ 1,625,427	\$ 15,367,193
TOTAL NUMBER OF INSPECTIONS	150	2,021	114	1,485
Property Maintenance	0	279	1	286
MOWING ORDERS	0	97	0	76
Signs removed	73	216	0	155
COMPLETION CERTIFICATES ISSUED	1	28	0	14
PLAN REVIEWS	36	715	61	912
Zoning	14	259	20	296
Building	22	456	41	616
COMPLAINTS	1	70	5	54
Verified	1	68	4	53
Corrected	1	67	3	52
REQUESTS FOR INFORMATION	596	7,120	649	6,366
Residents/Merchants	204	2,597	252	2,650
Builder/Contractor	172	2,036	226	1,771
Subdivider/Developer	23	179	9	129
Other Village staff	197	2,308	162	1,816
FOIA Requests	3	35	1	21
Miles Driven	722	9,765	693	8,378

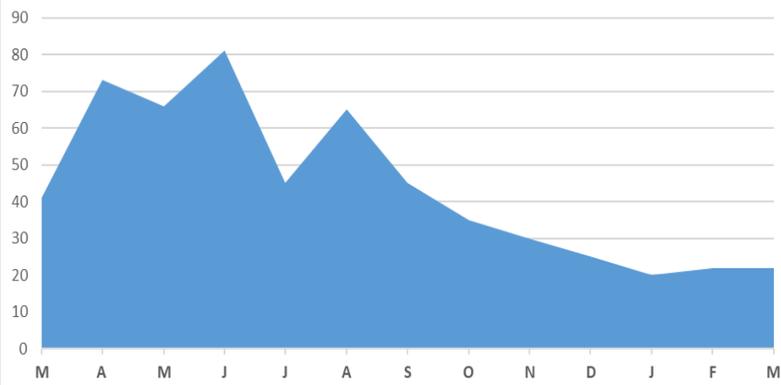
REQUESTS FOR INFORMATION

(March 2022 thru March 2023)



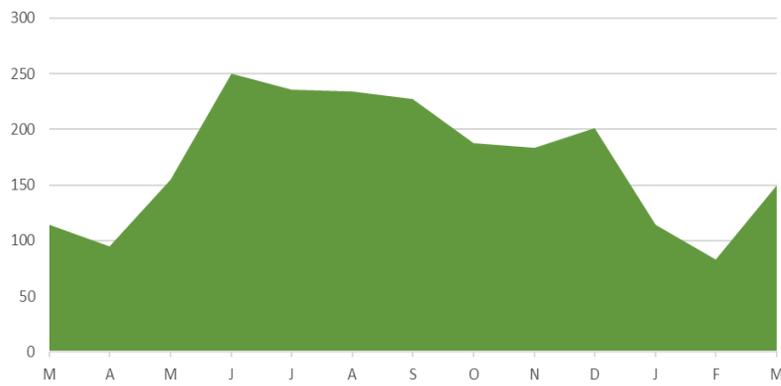
TOTAL PERMITS ISSUED

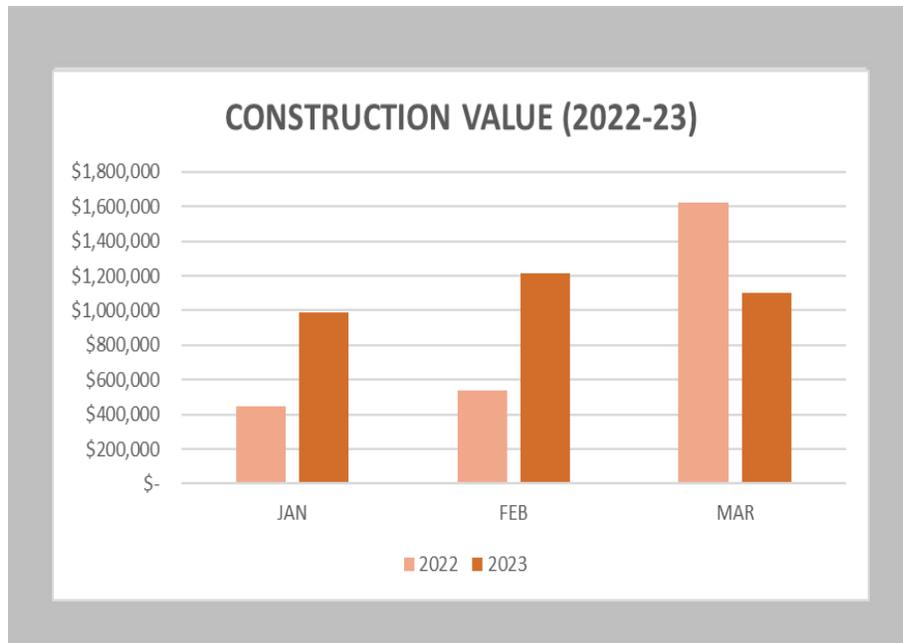
(March 2022 thru March 2023)



NUMBER OF INSPECTIONS

(March 2022 thru March 2023)





Activity highlights.

Planning & Zoning

- Prepared agenda material and attended Village Board meeting
- Prepared agenda material and attended Planning Commission meeting
- Preparing zoning amendment for swimming pools and spas
- Meeting with Ryan Homes concerning possible development in Settlers Ridge
- Met with representatives from Terrazon on zoning requirements and process for establishing contractor's yard
- Participated in internal meeting on video gaming café proposals
- Preparing revisions to industrial performance standards amendment
- Consulted with Economic Development Director on possible re-use of Chesterbrook Academy building

Building

- Prodded TerraMac to clean-up and organize their yard during construction
- Resolved off-site issues at Sugar Grove Center Lot 17
- Continue to monitor progress at Burnt Barrel and await delivery of as-builts for review and approval prior to opening
- Multiple interior permits at Sugar Grove Center Lot 17 are pending completion of building shell

Property Maintenance/Code Enforcement

- Initiated enforcement action for litter clean-up at Sugar Grove Center
- Consulted with Village Prosecutor on zoning violations at 6 Main Street



ECONOMIC DEVELOPMENT DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees

FROM: Michael Cassa, Economic Development Director

Date: April 14, 2023

Summary of Projects/Prospects:

95 E. Park- scheduling meetings with prospective tenants.

BDM Property- track trailer sales and leasing company has contract on the site.

BEI Property- Met company official on April 4 to discuss future development opportunities.

Coffee House- met with owner of coffee house interested in relocating to Sugar Grove.

Fireside Grille- submitted application for zoning variation for placement of new monument sign.

Rocky's Dojo- met with building/business owner on April 14 to discuss vacant tenant space.

Sugar Grove Center- introduced potential real estate tenant to owner of the center.

Terrazon- met with company officials on April 10 to get an update on their project.

Marketing and Outreach:

CPEP- ordered large ceremonial dry-erase check for presentation ceremonies.

Sugar Grove Park District- met with Scott Nadeau on April 10.

TIF Conference- attended Spring TIF Conference in Springfield on April 11-13.

Waubonsee Community College- met with President Brian Knetl to discuss the Sugar Grove EDC.