



ADMINISTRATION DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees
FROM: Alison Murphy, Assistant to the Village Administrator/Village Clerk
DATE: May 12, 2023

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

FOIAs – The Clerk’s Office continues to handle an increase in large FOIA requests. Three of the last four large FOIAs have been regarding the Sugar Grove, LLC development.

Social Media – Fourteen Facebook posts were published in the past two weeks including the Village Board Agenda, Shred Event Reminders, Passing of Joe Wolf Notice, Newly Elected Board Members, Pool Filling Reminder, Link to Groovin’ in the Grove summer schedule, Special Plan Commission Meeting Agendas, Next Coffee with Konen, Street Sweeping Notice, Link to Kane County Connects Dauberman Road Extension Work, Link to The Grove Community Meetings notice. Over 26,000 people were reached with the post regarding the planting of the Arbor Day Parkway Tree.

Village YouTube Channel – The audio recording of the May 2nd Village Board Meeting was uploaded to the site.



POLICE DEPARTMENT STAFF REPORT

TO: PRESIDENT & BOARD OF TRUSTEES
FROM: PAT ROLLINS, CHIEF OF POLICE
DATE: MAY 12, 2023

Significant Police Events

- None

Conferences / Training / Seminars

- Police Law Institute monthly computerized training for May covers the following topics: Crisis Intervention Team Training, Recognizing Mental Health Crises, Increasing Safety through De-Escalation, Putting De-Escalation Theory into Practice, Effective Tactical Communications, Targeted De-Escalation, and When De-Escalation Fails.
- Monthly Defensive Tactics Training for May covers Spontaneous Knife Defense.
- May 1, Officers utilized North Aurora's range for rifle proficiency drills.
- May 10, Officers trained with their firearms at the North Aurora range and qualified for state certification.
- The Board Room was temporary converted to a training simulator room for the week of May 9-16. Sugar Grove Police Offices are receiving scenario-based training with Meggitt's Firearms training simulator. The equipment is being provided by NEMRT our mobile field regional training unit. We are looking to bring the system back in approximately six months. Hundreds of pre-built scenarios are loaded on the computer where officers need to decide if any action other than a conversation takes place, to de-escalation technique's, to different levels of force such as OC Spray, Taser, Handgun or Rifle may be involved.



Administrative

- Chief Rollins participated in a virtual meeting on May 2 regarding the 100 Club of Kane County.
- Chief Rollins participated in a Department Head meeting with President Konen on May 3, hosted at the Village Executive Office.
- Chief Rollins participated in Axon's Body Worn Camera 4 on-line demonstration of their new product. Sugar Grove will most likely receive the BWC 4s on the next camera rotation in the 24th month of our contract.
- May 3, Chief Rollins participated in an on-line meeting with Axon regarding their interview room camera and booking room camera solutions. Integration to Evidence.com with the in-car mobile and body worn cameras will improve efficiency by reducing man hours involved for preparing cases and arrests for court.
- Chief Rollins met with the patrol union representatives on May 4 for a labor management meeting.
- Chief Rollins participated in a LIV Golf planning meeting held at the Kane County Sheriffs Office on May 4th. Representatives from police, fire, EMA, GIS, and LIV joined in the meeting.
- May 4, Chief Rollins met with a representative from Axon via Zoom for redaction software training of their videos.
- Officer Thoele and Chief Rollins via Zoom on May 5 met with a representative for PropertyRoom.com regarding their services provided to municipalities for lawfully disposing of items that have gone through the court or local system for destruction or sale of items. The police department is looking at utilizing a service for auctioning off items via the web.
- May 5, Chief Rollins participated in a statewide Zoom meeting for Special Olympics Illinois in preparation to Cop on a Rooftop.
- Chief Rollins participated in the Tri-Com Joint Fire and Police Operations meeting on May 9 hosted at the Elburn Fire Department Headquarters.
- Tri-Com's Executive Board Meeting was held on May 10 at Tri-Com. Chief Rollins attended the meeting as the contract agencies representative.
- Officer Hanold coordinated the monthly administrative hearing meeting at the Sugar Grove Police Department where Elburn, Montgomery, Sugar Grove, and Big Rock along with the administrative law judge conduct hearings for respective cases for each community.
- May 10, Sgt. Alcaraz attended the Plan Commission Meeting hosted at the library.
- May 11, Sgt. Alcaraz attended the Plan Commission Comprehensive Planning Meeting hosted at the library.

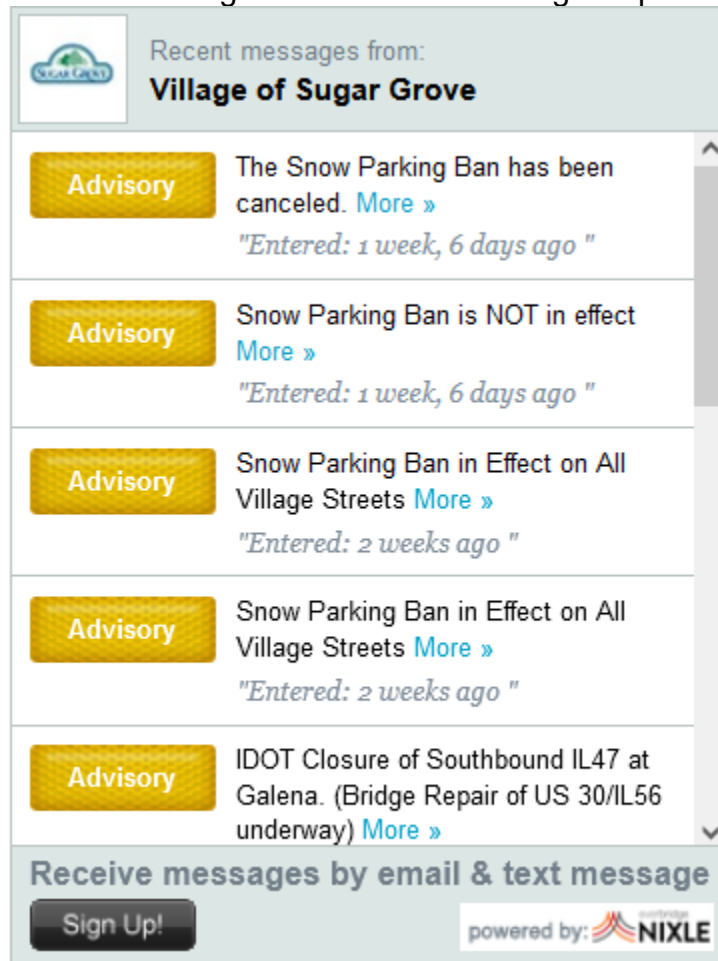
Directed Patrols and Crime Prevention Activity

- 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.

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 with a yellow "Advisory" label. The messages are: 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, 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 May 8, 2023, the last weekly test.
- Chief Rollins received a phone call on May 8 from Aurora's emergency management regarding an agreement from 1999 amongst our agencies for the emergency warning sirens. Aurora is looking to no longer activate the sirens outside of their own community. We will be looking at other solutions for us to activate the sirens. Our dispatch center does not activate sirens for any of the communities they serve.

Upcoming Activities:

- John Shields annual school safety drill May 5, 2023
- Cop on Top at Dunkin (5am to noon) on Friday May 19, 2023
- Food Truck Friday- June 9, 2023
- Groovin in the Grove, June 15, 2023
- Park District Bike Parade, July 1, 2023
- Groovin in the Grove, July 13, 2023
- Sugar Grove Corn Boil- July 20-23, 2023
- Groovin in the Grove, August 10, 2023
- Food Truck Friday- September 15, 2023
- LIV- Chicago Invitational September 18-24, 2023



FINANCE DEPARTMENT STAFF REPORT

TO: Village President & Board of Trustees
FROM: Matt Anastasia, Finance Director
DATE: May 12, 2023

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

Tasks/Updates:

- **OPEB Actuarial Data FY2023.** I have completed and submitted the requested data from Lauterbach & Amen in regards to the FY2023 OPEB Actuarial Study. This year is a full valuation, this is completed every other year.

Meetings:

- **Mayor Irvin, Aurora.** I attended a meeting at the City of Aurora with President Konen to meet with Mayor Irvin and staff regarding the future of the Airport.
- **2023 IMRF Employer Rate Meeting.** I attended the 2023 Employer Rate webinar, where they discuss the prior year financials, and how these have affected rates for 2023 & 2024. The Village has received their preliminary rate for 2024, it did decrease again from 4.92% to 3.82%. This is down almost 4% since 2019.
- **Invoice Cloud.** Staff met with Invoice Cloud as a status check in meeting. These are held every other week to keep things moving and on track. Tentative go-live date is July 12, 2023.

Conferences/Trainings/Seminars:

Police Pension Fund Training, Galena, IL – May 10-12, 2023

I attended my annual required training for the Police Pension Fund that was held in Galena, IL by the Illinois Police Pension Fund Association. There are 8 hours of required training annually for all Pension Fund board members.



Public Works Staff Report

TO: Village President and Board of Trustees
FROM: Brad Merkel, Public Works Director
DATE: May 5, 2023

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

Meetings:

On May 10, 2023 Brian Schiber and Chris Lemke attended the APWA Fox Valley Branch Municipal Law Seminar. The seminar covered the following topics, Improving the front end of your bid documents, managing contract concerns, state law public improvement project bid documents and the Tort Immunity Act for Public Works.

Training:

On May 10, 2023 Public Works Staff attended Chainsaw and Chipper Safety hosted by IRMA at Public Works.

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. June or early July is the estimated start date.

Public Works Field Operations:

Staff repaired 7 broken b-boxes, 1 broken Valve box and rebuilt 1 fire hydrant throughout the Village.

Staff replaced 1 concrete apron and 4 sidewalk squares that had been removed this winter to repair a broken water main.

Staff completed pot hole patching throughout the Village.

Staff completed a total of 181 JULIE tickets since the last staff report.

Staff has been removing and stump grinding dead parkway trees in preparation for the spring 50/50 parkway tree program.



COMMUNITY DEVELOPMENT DEPARTMENT

ACTIVITY REPORT

MAY 2023

To: President Konen and the Board of Trustees

From: Walter Magdziarz, Community Development Director

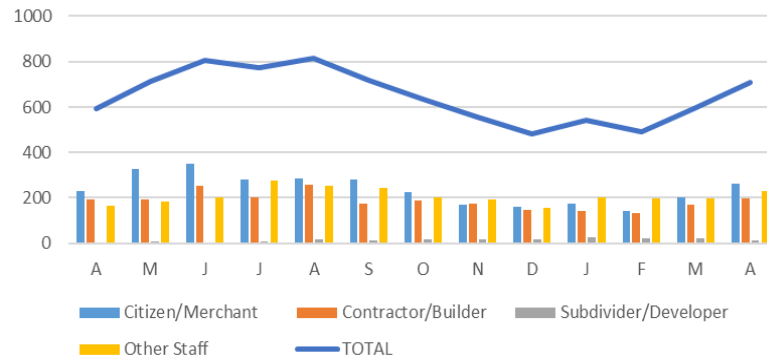
Since our last report, Community Development Department has been involved with the following activities:

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

	2023		2022	
	April	FYTD	April	FYTD
TOTAL PERMITS	49	505	73	689
Residential	3	35	3	9
Commercial	0	1	0	1
All Other Construction	46	469	70	679
CONSTRUCTION VALUE	\$ 1,301,082	\$ 18,441,681	\$ 1,063,906	\$ 16,971,099
TOTAL NUMBER OF INSPECTIONS	158	2,179	95	1,581
Property Maintenance	0	279	4	34
MOWING ORDERS	7	104	0	76
Signs removed	14	230	0	156
COMPLETION CERTIFICATES ISSUED	0	28	1	15
PLAN REVIEWS	70	785	112	1,024
Zoning	21	380	39	335
Building	49	505	73	689
COMPLAINTS	8	78	7	61
Verified	6	74	4	58
Corrected	6	73	4	57
REQUESTS FOR INFORMATION	708	7,828	592	6,283
Residents/Merchants	262	2,859	232	2,882
Builder/Contractor	199	2,235	192	1,963
Subdivider/Developer	15	194	4	133
Other Village staff	232	2,540	164	1,980
FOIA Requests	5	40	3	24
Miles Driven	549	10,314	571	8,949

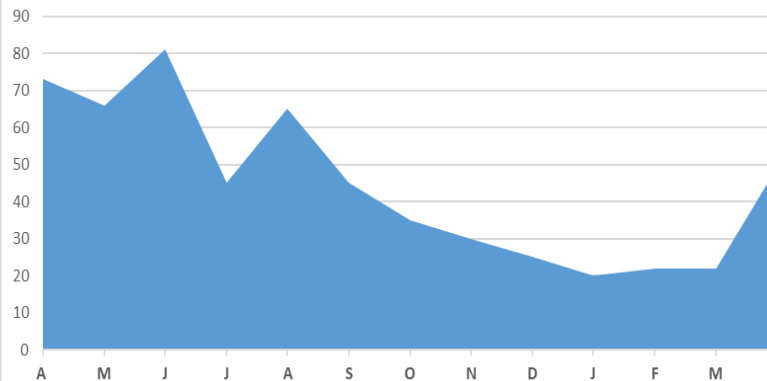
REQUESTS FOR INFORMATION

(April 2022 thru April 2023)



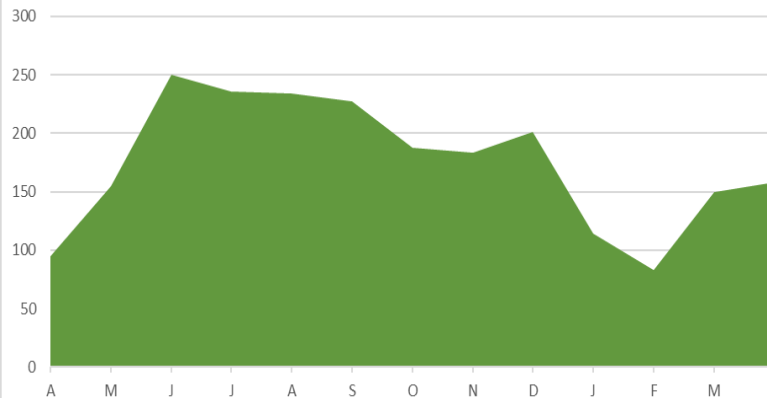
TOTAL PERMITS ISSUED

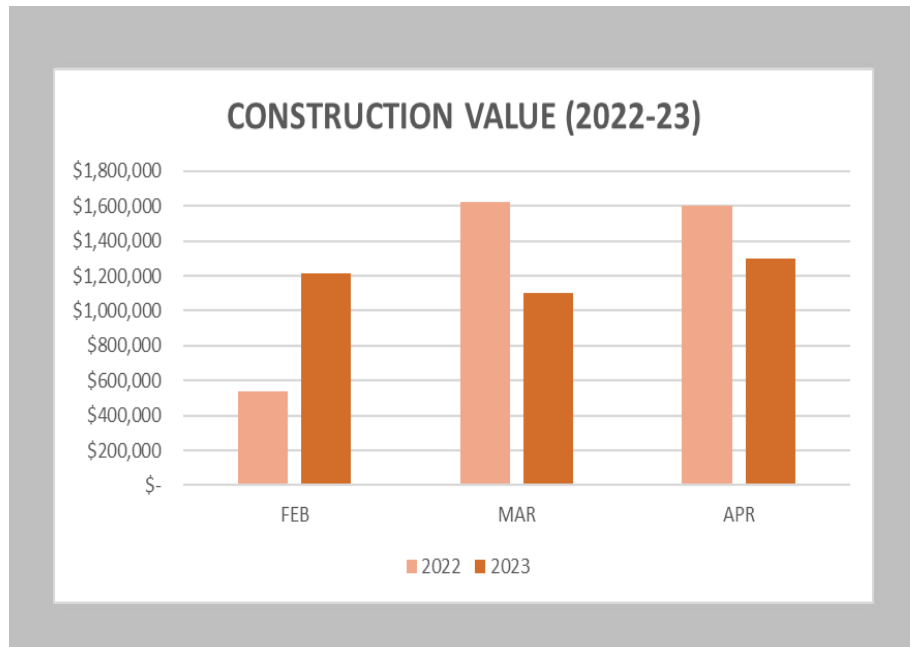
(April 2022 thru April 2023)



NUMBER OF INSPECTIONS

(April 2022 thru April 2023)





Activity highlights.

Planning & Zoning

- Prepared agenda material and attended Village Board meeting
- Prepared agenda material and attended Planning Commission meeting
- Participated in Comprehensive Plan public hearings
- Participated in EDC Board meeting
- Met with representatives from Terrazon on progress for application materials for establishing contractor's yard
- Participated in internal meeting on insurance requirements for vendors and contractors
- Prepared agenda material for Comprehensive Plan meeting
- Participated in internal meeting concerning utility needs
- Consulted with Economic Development Director on possible business location in Village
- Meeting with interested party concerning annexation of an existing business

Property Maintenance/Code Enforcement

- Issued 36 door hangers for lawn mowing; 9 mowing orders; removed 6 signs from right-of-way
- Responded to outdoor illumination complaint
- Consulted with Village Prosecutor on building violations at 377 Mallard Lane; hearing officer issued \$3,500 in fines for multiple work without permit violations

Building

- Received resolution of storm damage and resolved off-site issues at Sugar Grove Center Lot 17
- Performed final inspection for Burnt Barrel, punch list completed but waiting on satisfaction of Fire Department issues prior to occupancy permit



ECONOMIC DEVELOPMENT DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees

FROM: Michael Cassa, Economic Development Director

Date: May 12, 2023

Summary of Projects/Prospects:

BDM- Met with truck trailer sales/leasing and maintenance company on May 12. The company is interested in developing the BDM site on Route 47 at the intersection of Harter Road.

Burnt Barrel Social- the new restaurant is planning to open later this month. Staff has offered to help with planning for the grand opening.

Cushman & Wakefield- met with a broker and his client about development opportunities in the Village.

Fireside Grille- the restaurant is now proceeding to install new signage. Fireside will be receiving a grant from the Village under the Commercial Property Enhancement Program (CPEP).

Former Old Second Bank- the sale of the property closed on May 2. Staff is working with the partners that purchased the site. They are interested in repurposing the building for retail/restaurant uses.

Four Seasons Contracting- met with company officials on May 3 to discuss improvements to the property. The company will be submitting a CPEP grant application.

NAI Hiffman- meeting with senior broker on May 18 regarding development opportunities in the Village.

Prologis- meeting with industrial developer interested in development opportunities in the Village.

TRC- meeting with company officials on May 12. TRC is leasing the former bank building at 80 Dugan Road.

Terrazon- met with company officials on May 2 to discuss progress on their relocation project.

Marketing and Outreach:

Brokers Reception- staff had a meeting at Rich Harvest Farms on May 5 to begin planning for the EDC Brokers Reception. The event will be held on November 9, 2023. Brokers and developers from the Chicago area will be invited to the reception in the Rich Harvest Farms Pavilion.

Chicago Business Journal- Mr. Cassa was interviewed by the Chicago Business Journal regarding Economic Development Week. He also discussed economic development opportunities in the Village.

Economic Development Corporation- the EDC Board of Directors met on May 10 at EEI.

International Council of Shopping Centers- Mr. Cassa will be attending the ICSC show, May 21-23 in Las Vegas. Meetings are being scheduled with commercial tenants and developers. One of the developer meetings was scheduled by NextSite. Staff will present a recap of the show at the June 6, 2023 Village Board meeting.

Intersect Illinois- met with Intersect Illinois officials at their office in Chicago on May 9. Intersect is the public/private partnership that is responsible for lead generation and marketing for business development in Illinois. The discussions included development sites in Sugar Grove.

Town Center Brochure- the brochure is at the printer.