



ADMINISTRATION DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees
FROM: Scott Koeppel, Village Administrator
Alison Murphy, Assistant to the Village Administrator/Village Clerk
DATE: June 16, 2023

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

The Crown project continues to be a focus. Staff attended several meetings including two public meetings held at Wabubonsee Community College.

Potential Solar Field: Staff met with Progressive Solutions to discuss adding a solar field on Village property. The new IJIA legislation allows local government and non-profits the ability to better utilize incentives. Staff is researching options and will present a recommendation to the Village Board later this summer.

Food Truck Friday: Staff attended Food Truck Friday. Public Works, Community Development, and Police all did a wonderful job putting the event together.

TIF Study: SB Friedman started working on the TIF assessment study and Administration staff sent a letter notifying the taxing districts.

Kane County - Administrator Koeppel attended the Forest Preserve meeting and the first half of the Kane County Board meeting. The Forest Preserve Commissioners purchased land adjacent to Dick Young Forest Preserve to increase the preserve.

Office 365 - DeKind confirmed that the final Microsoft hurdle was cleared for the transition to Office 365. They have started to migrate some test accounts.

PD Remodel - Chief Rollins, Administrator Koeppel, and Trustee Lendi met with a second architect firm to discuss the remodeling of the Police Building. Staff is going to check references and visit police buildings designed by both firms before bringing a recommendation to the Village Board in July.

Social Media – Nineteen Facebook posts were published in the past two weeks including the Village Board Agenda, Food Truck Friday, Link to Groovin' in the Grove June 15 event notice, Next Coffee with Konen, Link to The Grove Community Meetings notice, Flag Day, Street Sweeping Notice, 4th of July Decorating Contest, Keep Curbs Clear of Grass, Village Offices Closed for Juneteenth, TIF Interested Parties Registry. Over 14,000 people were reached with a post regarding Food Truck Friday. The 4th of July Decorating Notice was highlighted in the June 13, 2023 edition of the Kane County Connects e-newsletter.

Village YouTube Channel – The audio recording of the June 6th Village Board Meeting was uploaded to the site.



FINANCE DEPARTMENT STAFF REPORT

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

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

Tasks/Updates:

- **IRMA Revenue Base 2024.** Staff completed the IRMA Revenue Base 2024 Worksheet. This is utilized to determine the premium for the following year. IRMA's premiums are a revenue-based formula, in conjunction with your experience modifier (claims activity).
- **FY2023-2024 Budget Document.** I have begun the process of turning the FY23-24 Budget Ordinance into the full budget document to post to the Village website. As you may recall, the Village Board decided not to continue the GFOA Budget award as the requirements have become increasingly more time consuming and absorbent for small government finance departments. I have continued to maintain an increased level of Budget Document creation as I have prior, when we were submitting to GFOA, to have transparency and ease of reading access for the public. I plan to have the document completed and posted to the website by June 30, 2023.

Meetings:

- **CPEP Application – Four Seasons.** There was a CPEP Committee meeting to discuss and review an application for the CPEP from Four Seasons. This was approved by the Committee and will be brought to the Board for approval.
- **IRMA Board of Directors.** I attended the quarterly Board of Directors meeting for IRMA. There were a lot of administrative items for approval, but of note, there was an approval to direct IRMA staff to determine the timing and amount of another credit to the pool from Investment Income. These funds will go into our Reserve account to utilize as a credit as we have in the past few years to stabilize our insurance premium costs. The determination of IRMA Investment Income is not based on the current market, but is look at over a 5-year period, due to how claims are paid and attributed to the pool.

Conferences/Trainings/Seminars:

IDOR Local Government Workshop – Virtual - *June 14, 2023*

I attended the annual IDOR Local Government Workshop 2023. These are held annually by IDOR to go over, in general, all things IDOR. They give updates on projections, how to find information and what to do in certain situations in which required local municipality involvement.



COMMUNITY DEVELOPMENT DEPARTMENT

ACTIVITY REPORT

JUNE 2023

To: President Konen and the Board of Trustees

From: Walter Magdziarz, Community Development Director

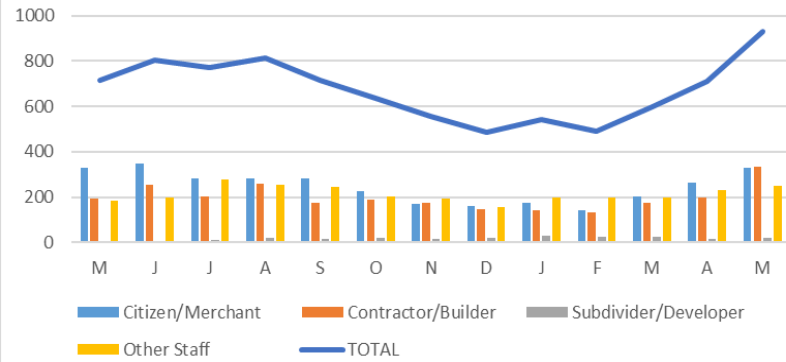
Since our last report, Community Development Department has been involved with the following activities:

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

	2023		2022	
	May	FYTD	May	FYTD
TOTAL PERMITS	101	101	66	66
Residential	5	5	2	2
Commercial	0	0	0	0
All Other Construction	96	96	64	64
CONSTRUCTION VALUE	\$ 3,203,145	\$ 3,203,145	\$ 1,345,724	\$ 1,345,724
TOTAL NUMBER OF INSPECTIONS	284	284	155	155
Property Maintenance	92	92	4	4
MOWING ORDERS	72	72	11	11
Sign removed	16	16	1	1
COMPLETION CERTIFICATES ISSUED	4	4	0	0
PLAN REVIEWS	156	156	102	102
Zoning	55	55	36	36
Building	101	101	66	66
COMPLAINTS	15	15	2	2
Verified	15	15	2	2
Corrected	11	11	2	2
REQUESTS FOR INFORMATION	930	930	713	713
Residents/Merchants	330	330	327	327
Builder/Contractor	334	334	194	194
Subdivider/Developer	18	18	6	6
Other Village staff	248	248	186	186
FOIA Requests	3	3	5	5
Miles Driven	1,366	1,366	522	522

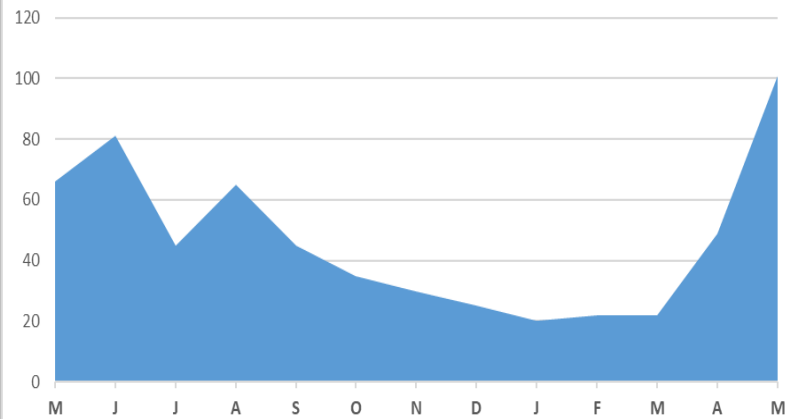
REQUESTS FOR INFORMATION

(May 2022 thru May 2023)



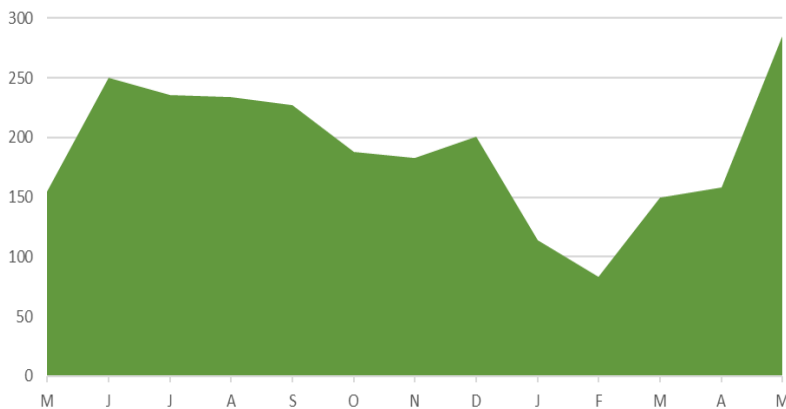
TOTAL PERMITS ISSUED

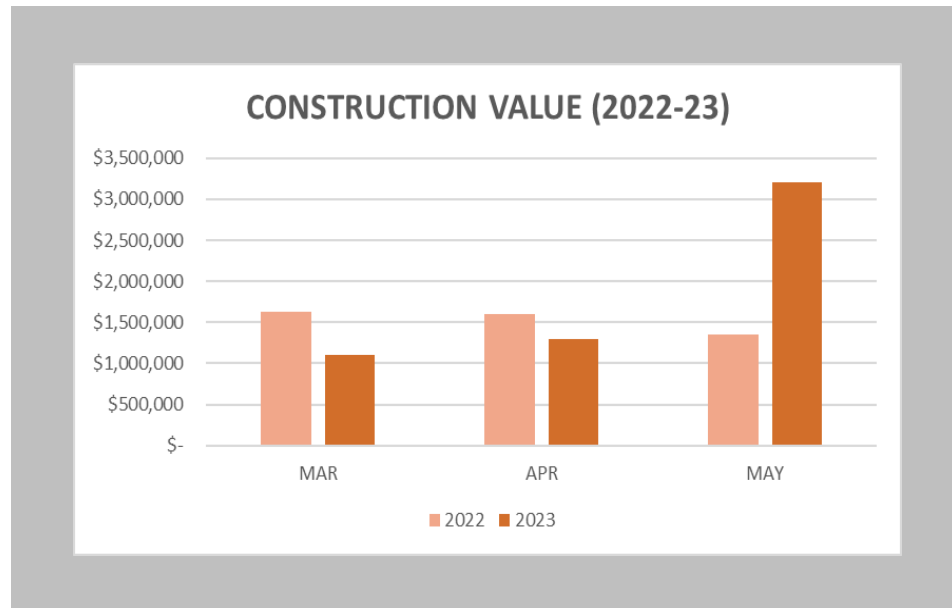
(May 2022 thru May 2023)



NUMBER OF INSPECTIONS

(May 2022 thru May 2023)





Activity highlights.

Planning & Zoning

- Prepared agenda material and attended Village Board meeting
- Issued 3 Special Event permits
- Met with local business concerning expansion plans
- Meeting with interested party concerning data center opportunities in Village
- Participated in CPEP application review
- Attended Crown community open house
- Prepared draft public hearing regulation manual
- Conducted research and review of cannabis regulations
- Coordinated food truck event
- Meeting with APA professional development officer concerning PC training workshop
- Participated in internal meetings concerning utility planning

Building

- Initiated enforcement action for several residents performing work without permits

Property Maintenance/Code Enforcement

- Issued citation for construction dumping/unprotected street violations
- Issued 16 mowing orders; ordered 4 enforcement mows
- Removed 8 signs from rights-of-way



POLICE DEPARTMENT STAFF REPORT

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

Significant Police Events

- None

Conferences / Training / Seminars

- Police Law Institute monthly computerized training for June covers the following topics: examines federal and state law for dealing with offenders under 18 years of age, as well as interrogation practices for juvenile offenders.
- Monthly Defensive Tactics Training for June covers tactical handcuffing techniques. In addition, Detective Batitsas is providing training on tactical medical wound care.
- Sgt. Kurzawa and Records Clerk Pat Smart are virtually attended a NIBRS training session June 13-15.
- Record's Clerks Pat Smart and Barb Nielsen received additional training for redacting Axon videos on June 16. The training was provided by our neighboring agency, North Aurora Police Department.

Administrative

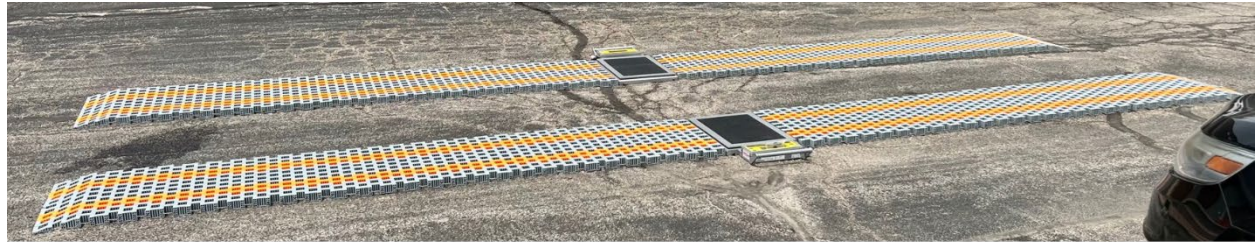
- Chief Rollins participated in the Village Attorney along with all department heads and Village Administrator on June 5.
- Chief Rollins attended the Police Operations meeting at Tri-Com on June 6.
- Chief Rollins participated in a Department Head and Village Administrator meeting on June 7, hosted at the Village Executive Office.
- Chief Rollins attended Aurora Branch Court for a criminal case on Thursday, June 8th. The defendant plead guilty to the charges.
- Thursday, June 8th, Chief Rollins, PW Director Merkel and PW Civil Engineer Brian Schiber met at the police department regarding establishing a process for implementing citizen request to review an intersection or roadway for signage.

Both departments are engaging in a process to facilitate requests for traffic control signage throughout the village.

- Chief Rollins participated in the Kane County DUI Task Force meeting on June 8th hosted at the sheriff's office.
- Alison Murphy and Chief Rollins met on June 9th at the police department to begin the review of the Village's Emergency Operations Plans and supporting documents.
- June 9th Chief Rollins, Sgt. Durham, and Officer Kasper at various times provided traffic/pedestrian control for Food Truck Friday.
- Chief Rollins attended the open house for The Grove hosted at WCC on June 12.
- Chief Rollins met with a vendor for streamlining our field training officer daily observation reports and migrating our overall FTO program over to a new software platform.
- Chief Rollins attended an executive meeting (JTTF) at the Chicago FBI Headquarters on June 13.
- The police facility remodeling committee (Heidi Lendi, Scott Koeppel and Chief Rollins) met on June 13 with an architecture firm at the police department. Members of the committee are doing some follow up site visits and additional communication with other public safety entities and the two architecture firms being considered.
- Chief Rollins participated in a Department Head and Village Administrator meeting on June 14, hosted at the Village Executive Office.
- June 14, Officer Thoele represented the Village at the monthly Administrative Hearing program hosted in the Board Room.
- Chief Rollins participated in the monthly Kane County Chiefs of Police meeting hosted at Wabaunsee Community College.
- Sgt. Alcaraz attended the Monthly Corn Boil meeting on June 15th.
- Chief Rollins participated in a village-wide safety committee meeting on June 16, representing the police department with other members of village.
- Chief Rollins toured Yorkville PD on June 16 as part of reviewing the function design buildout of our existing building takeover.

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.
- Oversize Overweight Truck Enforcement Operations
 - The Village Board authorized at a previous Board meeting the police department to purchase (budgeted) two additional truck-scales for the department. The scales were picked up on June 15, 2023 and were certified with the State of Illinois. The new scales and accessories were demoed in the police department parking lot.




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Emergency Preparedness:

- Nixle Community Messages sent out:

None



Recent messages from:
Village of Sugar Grove

Advisory

Police activity in Sugar Grove today for Kane County Sheriffs Office K9-Hudson Funeral at Harter Middle School [More »](#)

"Entered: 4 hours, 29 minutes ago "

Advisory

N/B Rt. 47 and the underpass of Rt. 56 is fully open now. [More »](#)

"Entered: 1 week, 1 day ago "

Advisory

47 and 30/56 Now Open [More »](#)

"Entered: 1 week, 1 day ago "

Alert

Road Closure at 47 and 56 [More »](#)

"Entered: 1 week, 1 day ago "

- Emergency Warning Sirens monthly and weekly testing continues. They are functioning properly as of June 11, 2023, the last weekly test.

Upcoming Activities:

- 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
- Kaneland Homecoming Parade- October 2023



Public Works Staff Report

TO: Village President and Board of Trustees
FROM: Brad Merkel, Public Works Director
DATE: June 15, 2023

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

Meetings:

On June 9, 2023 The Public Works Department set-up and attended the Food Truck Friday Event, attendance was very good.

On June 15, 2023 Scott Koeppel and I met with Michele Piotrowski to review the Water Works System Master Plan.

Training:

On June 8, 2023 Public Works staff attended Sewer Jetting Training hosted by ISAWWA.

Annual Road Program:

The concrete contractor started saw cutting and removal on May 24th, they estimated 3-4 weeks to complete the concrete portion of the project. The concrete portion of the project should be completed by June 23, 2023. Once the concrete has been completed Builders Asphalt will begin milling and repaving.

Central Fays Lane and Creek Crossing Water Main Replacement Project:

Construction is scheduled to begin the week of June 19th.

LED Street Light Conversion Project:

Staff applied for the ComEd Energy Efficiency Program Incentive to convert all the Street lights to LED within the East & West Sides of Town, Prairie Glen and Gordon Road for a total of 121 streets and received approval. Staff has received the street lights, installation is scheduled to begin in early July.

Public Works Field Operations:

Staff completed pot hole patching throughout the Village.

Staff completed a total of 283 JULIE tickets since the last staff report.

Staff has been testing and servicing fire hydrants in preparation for this year's hydrant painting project

Staff installed the new Village Logo / American Flag Banners on Galena/Municipal as well as Granart Rd/Dugan Rd.





ECONOMIC DEVELOPMENT DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees

FROM: Michael Cassa, Economic Development Director

Date: June 15, 2023

Summary of Projects/Prospects:

474 Division- Working with potential tenant for the vacant space in this office building.

Burnt Barrel Social- Meeting with Jim Ratos the week of June 19 to assist in the planning of the grand opening.

Four Seasons Development LLC- the Commercial Property Enhancement Program (CPEP) committee met to review the company's application for a CPEP grant. The application will be presented to the Village Board on June 20.

Graham Out Lot- follow up with national tenant that is considering locating on the out lot next to the Shell station.

Millco Investments- follow up with owner of the vacant out lot on Galena Blvd., next to First National Bank.

Producers Chemical- Staff is meeting with company officials on June 26 to discuss future expansion opportunities.

SVN Landmark- met with potential developer considering purchasing the three lots at the intersection of Route 30 and Dugan Road.

Marketing and Outreach:

4th of July Decorating Contest- planning continues for the decorating contest that is open to all homes and businesses in the Village.

Aurora Area CVB- next board meeting is on June 22.

DCEO Business Assistance Programs- staff is developing a comprehensive list of all state incentive programs offered by DCEO.

Illinois Economic Development Summit- Michael Cassa participated in the 2023 Economic Development Summit in Champaign. He delivered the welcoming remarks and moderated one of the sessions.

International Council of Shopping Centers Chicago show- Staff has begun to plan for a Sugar Grove exhibit booth at the ICSC show at Navy Pier on October 19.

International Council of Shopping Centers Las Vegas show- Follow up is underway with restaurants, hotels and commercial developer contacts.

Incentive Policy- staff has developed a Village incentive policy that will be presented to the Village Board on June 20.

Kane County Economic Development Roundtable- the county will host the next roundtable meeting on June 16.