



ADMINISTRATION DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees
FROM: Scott Koeppel, Village Administrator
Tracey Conti, Village Clerk
DATE: April 16, 2024

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

Sugar Grove LLC - Meetings with Crown or about Crown remain the focus of Administration.

Enhancement Committee – Staff worked with the committee and 4 seasons landscaping to create a plan to improve two entrance signs.

Drive Down Preparation - Staff is preparing for the annual drive down with MetroWest to Springfield.

PD remodel – Administration and Police staff continue to meet with Willams. High construction cost estimates have delayed the project, and some internal meetings need to take place before presenting the needs assessment and remodel recommendation.

Park & 47 – Staff met with IDOT to discuss funding options for safety improvements at Park & 47.

Social Media – Administration staff and Krantz Strategies continue to update the Village's social media pages.

FOIA Requests – Administration and Finance continue to handle numerous large FOIA requests. Most of the voluminous requests are regarding the Sugar Grove, LLC development. One individual submitted 25 FOIA requests in the past 30 days.

PAC – Administration staff is working with the Attorney General's Public Access Counciler because of FOIA review requests.



FINANCE DEPARTMENT STAFF REPORT

TO: Village President & Board of Trustees
FROM: Matt Anastasia, Finance Director
DATE: April 12, 2024

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

Tasks/Updates:

- **FY2024-2025 Budget.** The FY24-25 Budget has been filed with Kane County on April 8, 2024.
- **Updated Performance Evaluation Procedures.** I have started to survey and research other communities and how they handle their annual employee performance evaluations. This is an initiative for the year.
- **RFP – Copiers.** The copier lease for the equipment at the Police Department and Public Works/CD/ED Building is maturing in September 2024. Tracey and I will be working on an RFP to procure a new lease for those locations, as well as combining the lease for the new Village Hall offices. We are working in conjunction with DeKind to help us through the process.

Meetings:

- **IDOT – Route 47 & Park Ave.** PW Director Merkel, VA Koeppel, and I met with representatives of IDOT regarding the Route 47 & Park Avenue intersection improvements. Additional information was requested to be sent to IDOT for review before providing final comments.
- **IMET Introduction.** I met with Sofia Anastopoulos from IMET regarding the Village's investments and portfolio. The Village used to use IMET in the early 2010s, but since have used PMA Financial beginning in 2017.
- **Gallagher Benefits – Benefit Administration Portal.** I met with our insurance brokers from Gallagher Benefits to discuss the potential of a Benefits Administration portal for employees. The volume of paperwork that is used for benefits and new hires is becoming cumbersome. Gallagher partners with a company called Ease, that I will demo to see if it will benefit the Village. More information to come.

Conferences/Trainings/Seminars: None



COMMUNITY DEVELOPMENT DEPARTMENT

ACTIVITY REPORT

APRIL 2024

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

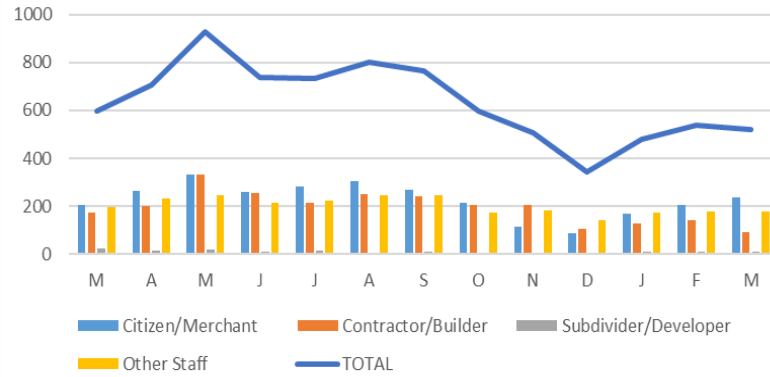
Since our last report, Community Development Department has been involved with the following activities:

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

	2024		2023	
	March	FYTD	March	FYTD
TOTAL PERMITS	31	582	22	456
Residential	0	33	3	32
Commercial	0	0	0	1
All Other Construction	31	549	19	423
CONSTRUCTION VALUE	\$ 553,577	\$ 20,176,763	\$ 1,103,170	\$ 17,140,599
TOTAL NUMBER OF INSPECTIONS	146	2,433	150	2,021
Property Maintenance	11	382	0	279
MOWING ORDERS	0	137	0	97
Signs removed	0	216	73	216
COMPLETION CERTIFICATES ISSUED	5	60	1	28
PLAN REVIEWS	44	859	36	715
Zoning	13	277	14	259
Building	31	582	22	456
COMPLAINTS	21	75	1	70
Verified	19	73	1	68
Corrected	19	71	1	67
REQUESTS FOR INFORMATION	518	6,950	596	7,120
Residents/Merchants	238	2,471	204	2,597
Builder/Contractor	92	2,170	172	2,036
Subdivider/Developer	11	110	23	179
Other Village staff	177	2,199	197	2,308
FOIA Requests	2	31	3	35
Miles Driven	861	11,721	722	9,765

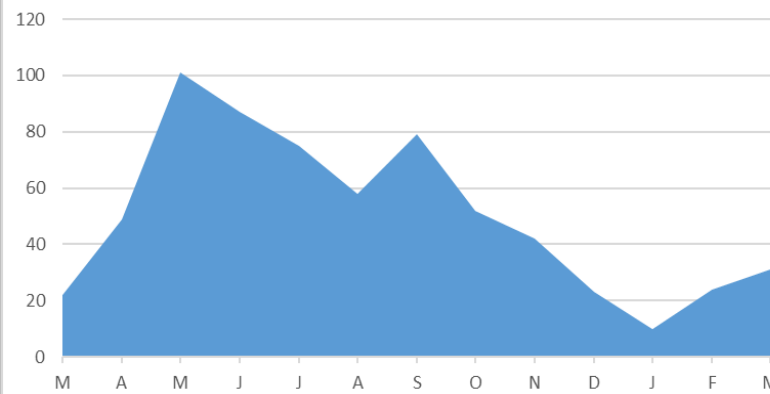
REQUESTS FOR INFORMATION

(March 2023 thru March 2024)



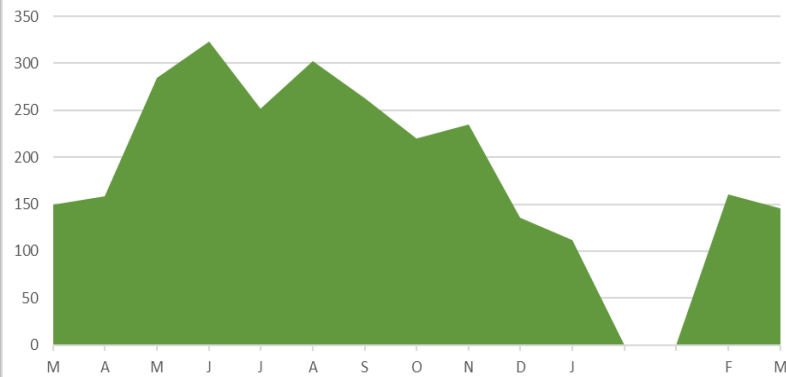
TOTAL PERMITS ISSUED

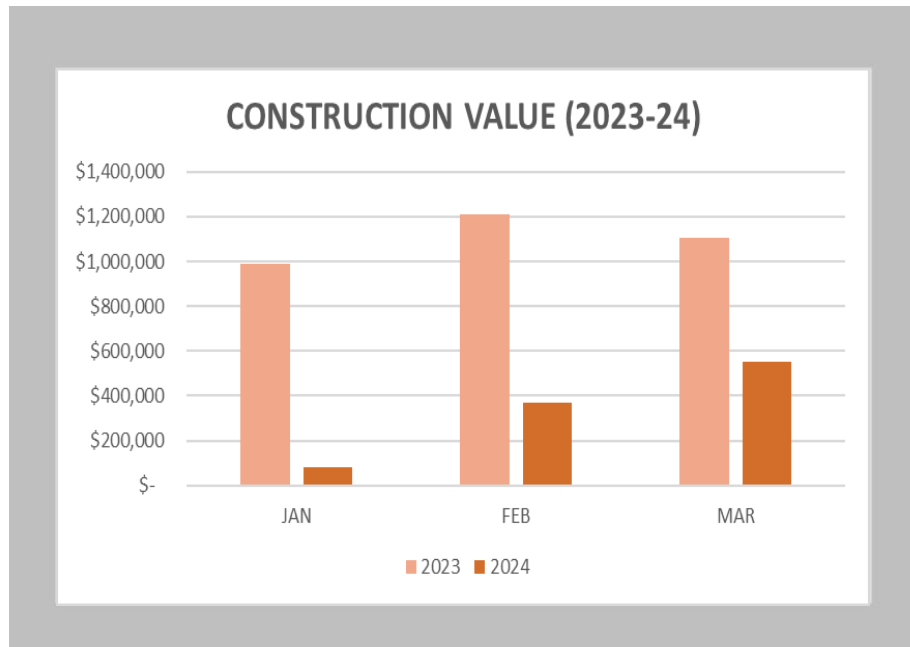
(March 2023 thru March 2024)



NUMBER OF INSPECTIONS

(March 2023 thru March 2024)





Activity highlights.

Planning & Zoning

- Prepared agenda material and attended Village Board meeting
- Prepared agenda material and attended Planning Commission meeting
- Reviewing Starbuck's final PUD plans
- Preparing zoning amendment for truck parking
- Meeting with Ryan Homes concerning possible development in Settlers Ridge
- Reviewing subdivision plans for Denny Road and Bliss Road
- Meeting with residential property owner concerning resubdivision and building permit requirements
- Assisted resident with zoning variation application

Building

- Reviewing building codes for eventual update
- Responded to numerous inquiries in Settlers Ridge concerning completion of lot grading on certain lots

Property Maintenance/Code Enforcement

- Initiated enforcement action for litter clean-up at Sugar Grove Center
- Initiated enforcement action for improperly parked vehicles at residence



POLICE DEPARTMENT STAFF REPORT

TO: PRESIDENT & BOARD OF TRUSTEES
FROM: PAT ROLLINS, CHIEF OF POLICE
DATE: APRIL 11, 2024

Notable Police Events

- Nothing to report.

Conferences / Training / Seminars

- Police Law Institute monthly computerized training for April covers the following topics: Lineup Composition and Protocols, Right to Counsel during Post Indictment Lineups, and Right to Counsel during Pre-Indictment Showups.
- Monthly Defensive Tactics Training for April covers Defensive Counterstrikes.
- Sgt. Alcaraz is attending Northwestern's Center for Public Safety Staff and Command ten-week training program. Staff and Command is an intensive leadership and law enforcement management world renowned training program. It is being hosted at the St. Charles Police Department every two weeks. His program schedule rotates with two weeks of training and two weeks back at our agency. It runs from January 2 through May 3, 2024. He will have completed the eight of the ten weeks as of April 5, 2024.

Administrative

- April 1, 2024, Chief Rollins Village Administrator Koeppel, and Finance Director Anastasia met and reviewed the existing Emergency Warning Siren Intergovernmental Agreements and funding (budgeted) for changes to the operation.
- April 2, Chief Rollins attended the Police Operations meeting held at Tri-Com.
- Chief Rollins participated in a virtual Department Head / Village Administrator weekly meeting on April 3.
- Officer Tichenor represented the Sugar Grove Police Department at the funeral services for Dekalb Deputy Sheriff Christina Musil on April 4.
- Police members attended the Village appreciation luncheon on April 4th.

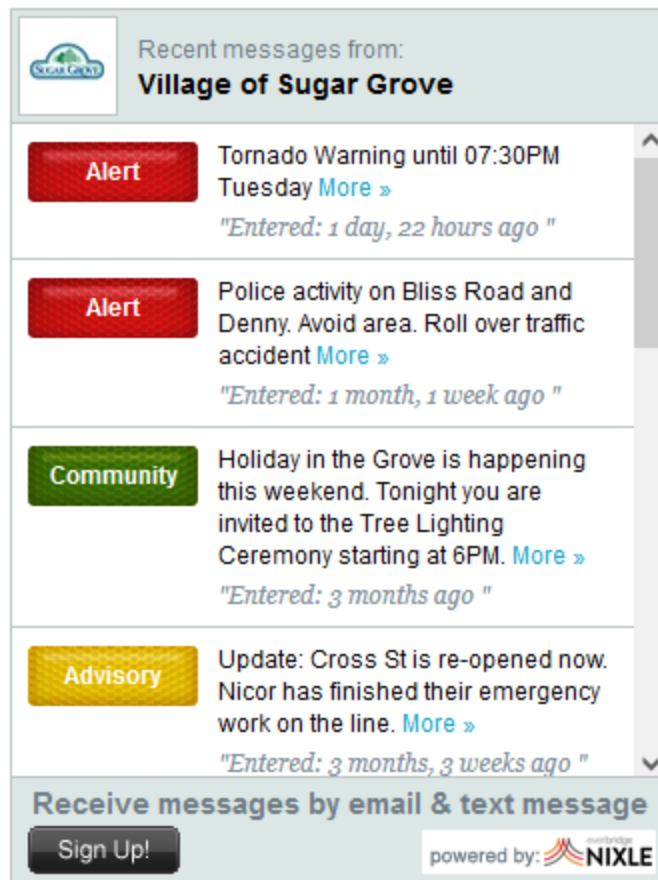
- April 5, Chief Rollins participated in a Statewide virtual meeting for law enforcement regarding the upcoming solar eclipse occurring on April 8, 2024.

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:



- Emergency Warning Sirens monthly and weekly testing continues. They are functioning properly as of April 8th, the last weekly test.
- Chief Rollins has received notice that the City of Aurora desire is to handle only their municipalities siren activation. We have been working with a vendor to solely

handle the activation process in Sugar Grove along with automatic activation from the National Weather Service under certain conditions.

Upcoming Activities:

- DEA National Take Back Initiative- April 27, 2024
- Ride Janie Ride Motorcycle Event- May 5, 2024
- Sugar Grove Corn Boil- July 25-28, 2024



Public Works Staff Report

TO: Village President and Board of Trustees
FROM: Brad Merkel, Public Works Director
DATE: April 10, 2024

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

Meetings:

On April 3, 2024, I attended a meeting with IDOT officials to discuss possible funding opportunities for the IL 47 & Park Avenue improvements.

On April 4, 2024, I attended the Public Works safety meeting.

On April 5, 2024, Brian Schiber and I met with representatives from HR Green to discuss comments received from IDOT regarding the conceptual plans submitted for the IL 47 & Park Avenue improvements.

On April 12, 2024, I attended the KKCOM transportation meeting.

Training:

On April 2, 2024, Bryan Beach and Chris Lemke attended the IRMA Public Works Steering Committee Meeting.

Bryan Beach, Chris Lemke, Jake Rossler and Andrew Lunn renewed their Pesticide License.

Public Works Field Operations:

Staff completed a total of 162 JULIE tickets.

Staff removed 25 trees and ground the sumps.

Staff completed Village wide pothole patching.

Staff completed monthly inspections of Village facilities.

Staff collected monthly water samples as required by the IEPA.

Staff completed and submitted the Lead Service Line Inventory as required by the IEPA.
No lead service lines have been discovered within the Village.

Staff completed Village wide Fire Hydrant Flushing.



ECONOMIC DEVELOPMENT DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees

FROM: Michael Cassa, Economic Development Director

Date: April 11, 2024

Summary of Attraction/Retention Projects and Prospects

770 Heartland- Follow up with ARCO/Murray, the contractor representing a buyer interested in developing an industrial project on Heartland Drive on March 28.

95 Park- following up with Edgemark Real Estate on a potential tenant for the former Chesterbrook building.

GMX Real Estate has submitted their plans for the new Starbucks, as well as another commercial building, for the site between Graham's Shell and Auto Zone. The proposed project is now scheduled to be on the agenda for the April 24 Special Meeting of the Plan Commission.

Sugar Grove Center 17- A ribbon cutting ceremony was held for Subway on April 9. Inspections have been conducted for Cold Stone Creamery. Plans have been submitted for Cilantro.

U.S. Motel 30 Site- On April 10, staff met with an Aurora-based company that is interested in a redevelopment project on the motel property. In addition, follow up continues with two Sugar Grove companies that are also considering relocating to the motel site.

Marketing and Outreach

Aurora Area CVB- Michael Cassa will be attending a destination marketing presentation for the AACVB Board of Directors on April 16.

DCEO- Staff will be participating in the Illinois Department of Commerce and Economic Opportunity Team Red Webinar on April 18. Team Red is the business development team for DCEO.

International Council of Shopping Centers- Meetings have begun to be scheduled for the ICSC national show, which will be held in May. Meetings will be held with commercial developers and corporate real estate managers that represent retailers and restaurants.

State of the Village- Staff met with the Waubensee Community College Events Team on April 11 to discuss reserving larger event space for the 2025 State of the Village. A debriefing for the 2024 State of the Village will be held on April 19.

Sugar Grove Chamber of Commerce- The Economic Development Department staff have registered for the Chamber's Membership Appreciation Luncheon on April 17.

Economic Development Assistant- Becky Gwilt's first day as the new assistant in the Economic Development Department was April 8. She is now going through an orientation and training program.