



ADMINISTRATION DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees
FROM: Scott Koeppel, Village Administrator
Tracey Conti, Village Clerk
DATE: February 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.

ILCMA Conference – Administrator Koeppel attended the ILCMA winter conference in Normal IL. Sessions included TIF, Strategic Planning, Mental Health, and Developing future leaders in the public sector. The event was also an excellent opportunity to network with peers.

Marketing and Communications – Staff continues to meet weekly with Kratz Strategies to improve communications and market events.

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

PD remodel – Administration and Police staff continue to meet with Willams. The current plan is to present a needs assessment and renovation options at the first April Village Board Meeting.

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.

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: February 20, 2024

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

Tasks/Updates:

- **SRT-BWC Microgrant 2022.** The Village has completed the required reporting period for the Body-Worn Camera Microgrant received in 2022. We have closed out the grant with the Department of Justice.

Meetings:

- **Wintrust Bank.** I met with Wintrust Bank for an introductory meeting on their services and wanting to become more involved in the area. They are planning on joining the Sugar Grove Chamber.
- **AP ACH Discussion – BS&A.** Sheryl and I met with BS&A to work on getting our AP ACH file corrected, as we are having to manipulate the file before upload to the bank.
- **SRT-BWC Microgrant 2023.** I met with the Chief to go over the Body-Worn Camera Microgrant through the Department of Justice that was released in November 2023. This is the same grant we received in 2022, the Village will be applying for this grant again in 2024. Applications are due March 4, 2024.

Conferences/Trainings/Seminars:

IMRF Authorized Agent Re-Certification – Part 1

I attended my annual Authorized Agent webinar for IMRF which is required to be done annually for each Authorized Agent of the municipality. This was Part 1, and the second and final part will be completed at the end of February.



COMMUNITY DEVELOPMENT DEPARTMENT

ACTIVITY REPORT

FEBRUARY 2024

To: President Konen and the Board of Trustees

From: Walter Magdziarz, Community Development Director

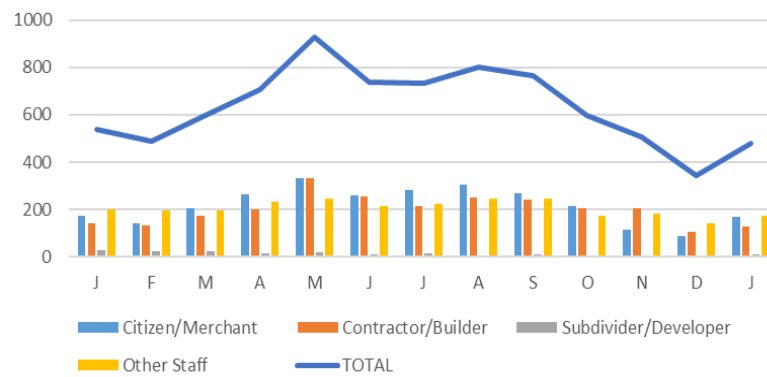
Since our last report, Community Development Department has been involved with the following activities:

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

	2024		2023	
	January	FYTD	January	FYTD
TOTAL PERMITS	10	527	20	412
Residential	0	33	3	26
Commercial	0	0	0	1
All Other Construction	10	494	17	385
CONSTRUCTION VALUE	\$ 80,605	\$ 19,256,187	\$ 990,297	\$ 14,824,496
TOTAL NUMBER OF INSPECTIONS	112	2,127	114	1,788
Property Maintenance	1	363	6	44
MOWING ORDERS	0	137	0	97
Signs removed	0	68	0	125
COMPLETION CERTIFICATES ISSUED	5	47	5	22
PLAN REVIEWS	12	782	28	645
Zoning	2	255	8	233
Building	10	527	20	412
COMPLAINTS	0	46	7	64
Verified	0	44	7	61
Corrected	0	43	6	59
REQUESTS FOR INFORMATION	477	5,893	540	6,034
Residents/Merchants	168	2,026	173	2,253
Builder/Contractor	127	1,938	140	1,733
Subdivider/Developer	11	87	27	133
Other Village staff	171	1,842	200	1,915
FOIA Requests	5	23	5	27
Miles Driven	445	9,932	697	8,498
Current Estimated Population	10,148			

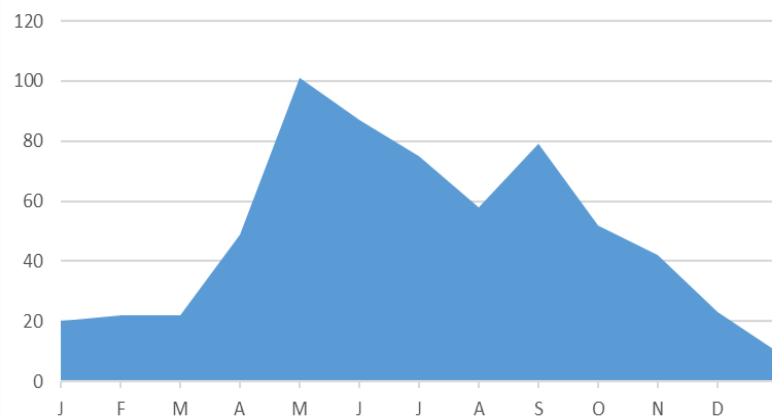
REQUESTS FOR INFORMATION

(January 2023 thru January 2024)



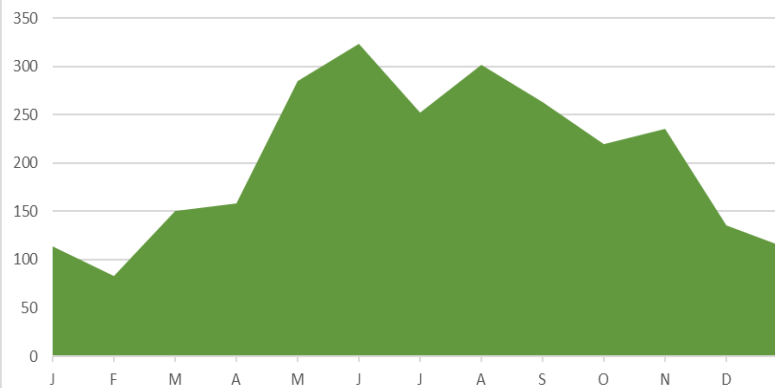
TOTAL PERMITS ISSUED

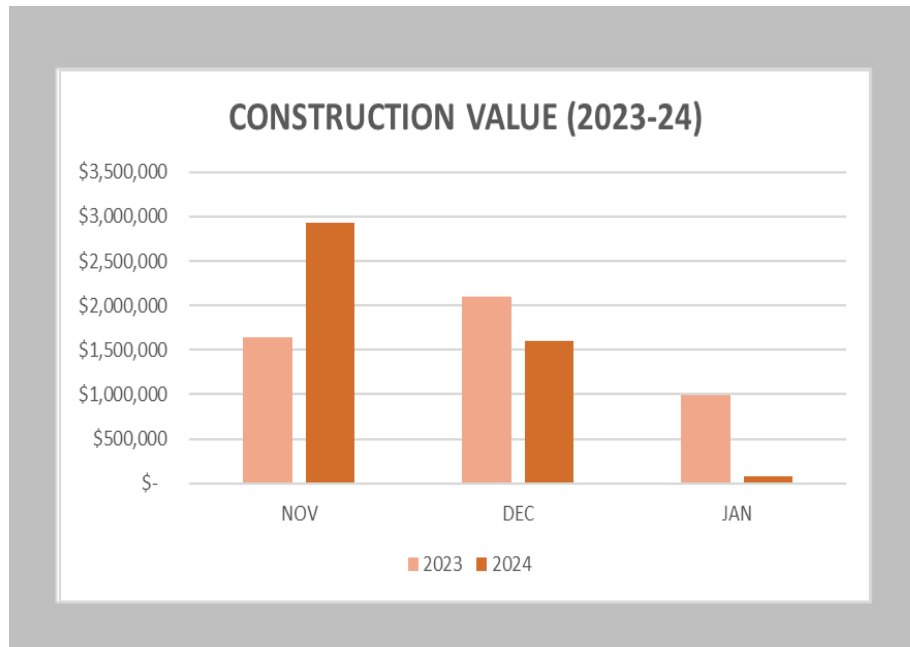
(January 2023 thru January 2024)



NUMBER OF INSPECTIONS

(January 2023 thru January 2024)





Activity highlights.

Planning & Zoning

- Prepared agenda material and attended Village Board meeting
- Meeting with property owner for possible development
- Worked on draft FY25 budget
- Consulted with business interested in occupying space on Heartland Drive
- Reviewed three zoning applications and prepared Advisory Reports
- Meeting with Fox Metro staff concerning service area capabilities and issues
- Meeting with Settlers Ridge HOA President concerning future development in Settlers Ridge
- Participated in meeting with Active Transportation Alliance

Building

- Responded to contractor objections to solar regulations
- Continue review of new building codes
- Consultation with project engineer concerning development at Airport

Property Maintenance/Code Enforcement

- Issued corrective action order for car repair business at residence
- Responded to mud on pavement and topsoil thievery in Settlers Ridge



POLICE DEPARTMENT STAFF REPORT

TO: PRESIDENT & BOARD OF TRUSTEES
FROM: PAT ROLLINS, CHIEF OF POLICE
DATE: FEBRUARY 16, 2024

Notable Police Events

- None to report.

Conferences / Training / Seminars

- Police Law Institute monthly computerized training for February covers the following topics: 2nd part of specific new state laws that went into effect on January 1, with other topics covering law enforcement expectations and behaviors.
- Monthly Defensive Tactics Training for January covered tactical handcuffing proficiency with hand-on practice.
- 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 four of the ten weeks as of February 9.
- Chief Rollins and Administrative Officer Hanold attended a 16-hour hands on scenario-based training on February 5th and 6th in Hinsdale. The scenario-based training included many State mandated topics.

Administrative

- Chief Rollins participated in the Department Head staff meeting on February 14 held at the Village's Executive Office
- The Village's Safety Committee meeting was held at the Village Executive Office on February 15 with Chief Rollins representing the police department.
- Administrative Officer Hanold oversaw the monthly Administrative Adjudication Hearing process on February 14.

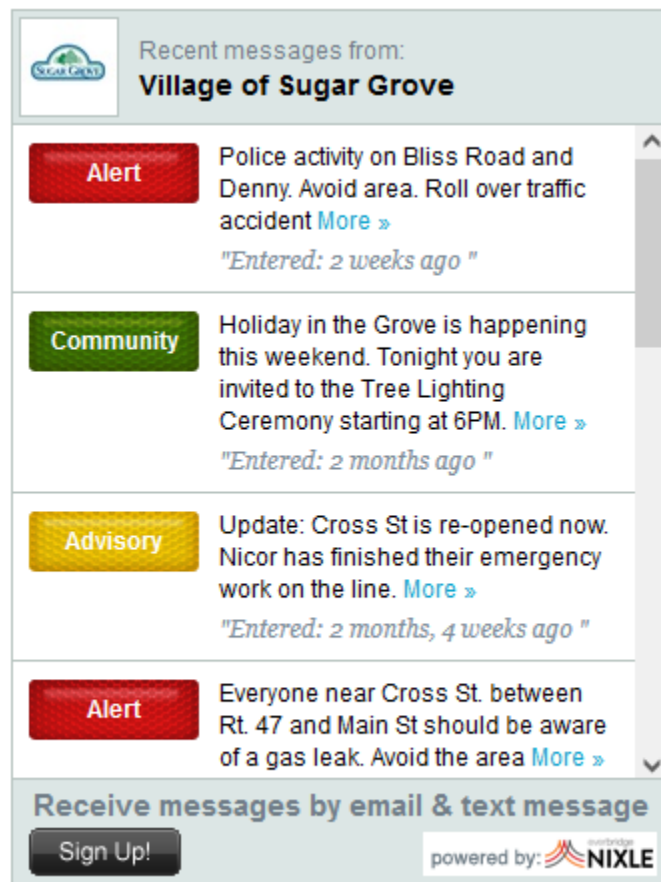
- Sgt. Kurzawa and Records Clerk Pat Smart continue to work on NIBRS compliance and are evaluating our program from the bottom up.

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:
 - One message was sent out during the past period, regarding lane blockage from a rolled over vehicle accident on Bliss Rd and Denny.



- Emergency Warning Sirens monthly and weekly testing continues. They are functioning properly as of January 22, the last weekly test.



Public Works Staff Report

TO: Village President and Board of Trustees
FROM: Brad Merkel, Public Works Director
DATE: February 14, 2024

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

Meetings:

On February 5, 2024, Village staff met with IDOT staff to discuss the future of the Hanks Road Bridge.

On February 9, 2024, Brian Schiber, Michele Piotrowski, and Mark Bendok from Benesch met to discuss the recently completed Bridge Inspection Reports. The Village currently has 3 bridges that require inspections. The Granart Road and Camp Dean Road Bridges remain in good condition. The Fays Lane bridge is currently being evaluated for repairs or complete replacement and well as funding options by EEI and Staff.

On February 14, 2024, I met with Village staff to discuss the Hanks Bridge.

Training:

On February 6, 2024, Bryan Beach, Chris Lemke, and I attended Battery Safety Training hosted by the Sugar Grove Fire District. The Morris Fire Chief presented on the large lithium battery fire that occurred in Morris in June 2021.

Public Works Field Operations:

Staff completed a total of 73 JULIE tickets.

Staff converted 4 streetlights to Led.

Staff replaced 2 damaged street signs.

Staff started spring cleanup of snow removal damage to parkways.

Staff completed PM maintenance on 5 public works trucks including the Vactor.

Staff collected monthly water samples as required by the IEPA.

Staff completed pothole patching throughout the Village using a total of 1 ton of cold patch.

Staff are currently trimming the parkway trees on the West Side of Town when the weather allows.

In preparation for next year's Road Program staff have been inspecting b-boxes, valve vaults, sanitary sewers and storm sewers for any deficiencies and potential location conflicts.

In preparation for the April letting of the Blackberry Creek Pedestrian Bridge construction staff removed all trees within the project limits. Tree removals must be completed prior to April 1 to protect endangered bat species.

SNOW & ICE CONTROL TOTALS:

Date:	Total Snow/Ice Fall:	Total Miles Driven:	Tons of Salt Used
2/11/2024	Black Ice	121	14
Totals		121 miles	14 Tons Salt



ECONOMIC DEVELOPMENT DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees

FROM: Michael Cassa, Economic Development Director

Date: February 14, 2024

Summary of Attraction/Retention Projects and Prospects

Burnt Barrel- Met with Jim Ratos on February 13 to discuss development opportunities for his properties on Heartland Drive.

Data Centers- Met with national data center developer on February 7, and the Intersect Illinois data center specialist on February 15.

Dolan & Murphy- follow up meeting will be scheduled with Brian and Dan Dolan regarding the two large properties they own at Galena Road/Route 56, and the properties on Division Drive.

Fireside Grille- The presentation of the Commercial Property Enhancement Program check will be held at Fireside Grille on February 28.

GMX Real Estate- Plans are being prepared for the development of a new full-service Starbucks and a commercial spec building on the out lot between Graham's Shell and Auto Zone. Staff is reaching out to a national restaurant for the spec building.

Sugar Grove Center 17- In addition to Subway, Cold Stone Creamery and Cilantro, staff is working with two other prospective tenants.

Marketing and Outreach:

Nicor Gas- A meeting with the new Nicor economic development team has been scheduled for February 20.

State of the Village- The event will be held on March 20, 2024, at 7:30 a.m. at the Academic and Professional Center (APC) at Waubensee Community College. The Sugar Grove Economic Development Corporation is hosting the event. A walk-through of the APC space is being scheduled.

Sugar Grove Chamber of Commerce- Met with Jackie Link and Sheri Baum to discuss future opportunities for the Chamber.

Economic Development Assistant- Interviews will begin on February 20.