VILLAGE OF SUGAR GROVE BOARD REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: SCOTT KOEPPEL, VILLAGE ADMINISTRATOR

SUBJECT: DEPUTY VILLAGE CLERK PART-TIME

AGENDA: JUNE 18, 2024, REGULAR BOARD MEETING

DATE: JUNE 12, 2024

ISSUE

Should the Village add a part-time Deputy Village Clerk?

DISCUSSION

Currently, Administration has two full-time employees, the Village Administrator and the Village Clerk/Executive Assistant. One of the core responsibilities of Administration is answering Freedom of Information Requests (FOIA). FOIAs are an unfunded mandate from the State of Illinois with strict timelines. Due to the high volume of FOIA requests Administration staff have been unable to complete initiatives and other projects.

Approximately half of the Village Clerk's time is currently spent on FOIA requests. In addition to the Village Clerk, the Finance Director and Village Administrator are FOIA officers. The Village Administrator has spent roughly 10 hours per week on FOIA requests and correspondence with the Attorney General's Public Access Counselor (PAC) since January 1st.

Many of the FOIAs are from the same frequent requestors. A log of FOIA requests since January 1st is attached to this memo. Most requests made directly to Public Works or Police are handled by their departments and are not included on the list.

The addition of a Deputy Village Clerk would help alleviate the burden on the current staff. Administration has other long-term projects including scanning, document filing, and review of internal processes. Finally, a Deputy Clerk could help cover for the Village Clerk in their absence.

COST

Salary and benefits.

RECOMMENDATION

That the Village Board discuss adding a Deputy Village Clerk to the Administration Department.

	Date of Request	Requestor	Information Requested	Number of Pages Provided
1.	1. Jan 2, 2024	Carolyn Anderson	 Minutes of all Steering Committee meetings. All audio recordings of Steering Committee meetings. 	12
			3. All video recordings of Steering Committee meetings.	
			4. Minutes of all TIF Joint Review Board meetings.	
			5. All audio recordings of TIF Joint Review Board meetings.	
			6. All video recordings of TIF Joint Review Board meetings.	
			The time frame for the requested documents is from January 1, 2021, to the present date.	
2.	Jan 2, 2024	Pat Gallagher	all communication conducted on personal devices (i.e. any devices not provided by the Village) between any Village official or employee and Crown Community Development (or any of its subsidiaries), covering the period of the last ten years. Please do not include any communication involving devices that are provided by the Village: I am specifically looking for communication conducted on personal devices.	29
3.	Jan 2, 2024	Jackie Ellison	 Specifically, I request access to the following types of communication: 1. Emails exchanged between Village Engineer, Brian Schiber, and CCD. 2. Voicemail logs pertaining to communications between Village Engineer, Brian Schiber, and CCD. 3. Meeting notes related to discussions between Village Engineer, Brian Schiber, and CCD. 4. Text messages exchanged between the involved parties. 5. Any other forms of communication not explicitly mentioned in this request that pertain to communication between Village Engineer, Brian Schiber, and CCD. Please include any communications that may exist on email addresses or text message not associated with Village of Sugar Grove email servers. 	25

4.	Jan 2, 2024	Jackie Ellison	 Emails exchanged between Village Engineer, Brian Schiber, and HMG Engineering and any of the employees of HMG Engineering. Voicemail logs pertaining to communications between Village Engineer, Brian Schiber, and HMG Engineering and any of the employees of HMG Engineering. Meeting notes related to discussions between Village Engineer, Brian Schiber, and HMG Engineering and any of the employees of HMG Engineering. Text messages exchanged between the involved parties. Any other forms of communication not explicitly mentioned in this request that pertain to communication between Village Engineer, Brian Schiber, and HMG Engineering and any of the employees of HMG Engineering and any of the 	10
5.	Jan 2, 2024	Jackie Ellison	 Emails exchanged between CCD and the Village of Sugar Grove regarding the Ridgeline development. Voicemail logs pertaining to communications between CCD and the Village of Sugar Grove regarding the Ridgeline development. Meeting notes related to discussions regarding the Ridgeline development proposal between CCD and the Village of Sugar Grove. Text messages exchanged between the involved parties Any other forms of communication not explicitly mentioned in this request that pertain to the Ridgeline development proposal. 	0

6.	Jan 2, 2024	Jackie Ellison	 Emails exchanged between the developer for Ridgeline and the Village of Sugar Grove. Voicemail logs pertaining to communications between the developer for Ridgeline and the Village of Sugar Grove. Meeting notes related to discussions regarding the Ridgeline development proposal. Text messages exchanged between the involved parties. Any other forms of communication not explicitly mentioned in this request that pertain to the Ridgeline development proposal. 	141
7.	Jan 5, 2024	Pat Gallagher	Duplicate request from July 24, 2023	0
8.	Jan 9, 2024	Candace Werle	The total number of fence permits that were issued in 2023 is 65.	0
9.	Jan 9, 2024	Ross Powell	On 12/19/23 at the Sugar Grove Village board meeting, Michele Piotrowski represented EEI in their engineering assessment of farmland at I88-IL47 for SB Friedman (the Redevelopment Project Area (RPA) of the Friedman report). Ms Piotrowski presented two figures of aerial images/GIS maps of the area, but the slides did not present all of the information that EEI would have needed to make their assessment. I request: 1. The two figures of aerial images/GIS maps of the area used in the presentation. 2. The map base and/or data used to determine that 88% of the farmland area in question (RPA) contributes to downstream flooding in the Blackberry Creek watershed. 3. The criteria that were used to define that 88% of the land area of the RPA. 4. The size of rainstorm required to create the detrimental flooding and the predicted frequency of such rainstorms. Plus an explanation/criteria/calculations on how and why that size and frequency were determined or chosen? 5. The calculations made to determine the significance of the RPA relative to the rest of the drainage basin. That is, what proportion of Blackberry Creek floodwaters is contributed from this property relative to the remaining area of the total 73 sq mi of the watershed?	0

10.	Jan 10, 2024	James Bakun	copies of past pulled permits on a residential home that my clients are purchasing. Address: 14 Hathaway Crescent, Sugar Grove, IL. (in Prestbury subdivision currently contingent)	0
11.	Jan 11, 2024	Pat Gallagher	All communication exchanged between any official or employee of the Village of Sugar Grove, Illinois (and its associated entities) and Crown Community Development (and its affiliated organizations, including Sugar Grove LLC), covering the period of 2014-01-10 to 2024-01-10	90
12.	Jan 15, 2024	Alexander Grados	 All grant applications submitted by your agency, including supporting documents and correspondence. All grant agreements, contracts, and award letters received by your agency. Reports, evaluations, or assessments of these grants. Financial statements or budgets pertaining to these grants. 	657
13.	Jan 16, 2024	Felicia Yarbrough	data regarding parcels 14-22-300-008 and 14-22-300-021 and surrounding areas within a mile radius in your district. Please include any records related to planning, building inspections, permits, pollution and water quality reports filed against the site.	24
14.	Jan 16, 2024	Michael Rayburn	I am requesting a list of Village homeowners, with any available contact information (street address, phone number, email address), that have applied for permits for residential solar installation in the last five years. From this 2020 article: https://www.chicagotribune.com/suburbs/aurora-beaconnews/ct-abn-sugar-grove-solar-st-1214-20201212-6unss6rn5rbypeij75cmlyx4ku-story.html "According to Community Development Director Walter Magdziarz, three residents recently asked about adding panels to the front of their homes and had applications denied. A fourth, he said, "elected to take things further and was looking to amend the current zoning ordinance.""	2

15.	Jan 16, 2024	Carolyn Anderson	 All documents and communications, in any format including emails, texts, web application exchanges, and hard copies, between staff or elected officials of the Village of Sugar Grove and any staff, board members, or volunteers of Kane DuPage Soil and Water Conservation District. The requested timeframe for these records is from April 1, 202 to the present date. Copies of all environmental reports, regardless of the source, that have been prepared for the land owned by Crown Development/Sugar Grove LLC. The requested timeframe for these records is January 1, 2017 to the present date. 	555
16.	Jan 18, 2024	Bill Trainer	 All grant applications submitted by your agency, including supporting documents and correspondence. All grant agreements, contracts, and award letters received by your agency. Reports, evaluations, or assessments of these grants. Financial statements or budgets pertaining to these grants. 	0
17.	Jan 23, 2024	Pat Gallagher	I am seeking all FOIA requests that include any reference to Crown Community Development (including its affiliated organizations, such as Sugar Grove LLC).	41
18.	Jan 25, 2024	Ana Apostolopoulos	Building Department Records 29.5-Acre Property Address: Southwest Corner of Settler's Blvd & Isbell Dr., Sugar Grove, IL 60554 PIN #(s): 14-22-101-001	0
19.	Jan 25, 2024	Robert Pocklington	information regarding any/all building code violations of record for the property at: Chelsea Commons Senior Apartments 55 Chelsea Ave Sugar Grove, IL 60554 From 09/01/2019 to the present	127

20.	Jan 30, 2024	Carolyn Anderson	I am requesting access to and copies of all communications, including emails, text messages, and call records, from personal and village-issued cell phones and other communication devices, between President Jennifer Konen, elected officials, and staff with all fifteen (15) taxing bodies. The scope of this request specifically concerns discussions or correspondences about Tax Increment Financing (TIF) and interactions with Crown Community Development/ Sugar Grove LLC. The time frame for the requested records is from January 1, 2022, to the present date. Please include any communications that may be held in personal devices or accounts, as these are subject to FOIA if they concern public business. If there are any fees for searching or copying these records, please inform me if the cost will exceed \$105. However, I would also request a waiver or reduction of fees if possible, as this information is not for commercial purposes and its release will contribute significantly to public understanding of the operations or activities of the government. If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the Act. I expect a response within twenty (20) business days, as stipulated by the Act.	0
21.	Jan 31, 2024	Valerie Hoffman	the earliest to current records for the following: ② Records, permits, complaints, and violations related to ② Open Dumping; ② Open Burning; ② Landfilling; ② Septic Systems; ② Well Installation and Abandonment; ② Petroleum Product and Hazardous Chemical Spills and Releases	0

22.	Feb 3, 2024	Jack Swatek	Taxpayer Money Usage	0
23.	Feb 6, 2024	Pat Gallagher	The list of documents or categories or records, pursuant to	1
			5ILCS140/3.5(a)	
24.	Feb 15, 2024	Jim Conway	This FOIA is in regards to the home located at: 13 Hathaway	1
			Crescent, Sugar Grove, IL 60554	
			This home is in the foreclosure process and I'm the Agent	
			working for the Bank. I need information	
			about any open citations, code violations, demo orders,	
			municipal liens, and/or delinquent utility	
			bills. Please send copies of these to the email address listed above.	
25.	Feb 16, 2024	Candice Mares	All Collective Bargaining Agreements for the Department of	4
20.	100 10, 2024	Candice Mares	Public Works.	4
			Names, dates of hire, classification, and wage rates for all Public	
			Works employees.	
			All wage scales, wage ranges, wage steps systems or wage tables	
			for all the Public	
			Works employees.	
26.	Feb 16, 2024	Carolyn Anderson	list of documents or categories or records, pursuant to 5 ILCS	1
			140/3.5(a)	
27.	Feb 15, 2024	Michael LaCava	Are there any open permits, existing violations, existing	0
			administrative adjudication, or unpaid municipal liens for 394	
			Mallard Lane, Sugar Grove, IL 60554?	
28.	Feb 15, 2024	Karen Dobelman	Records of any building permits pulled for property at 909 Oak	1
00	F-1-00 0004	M:- I II- I - O	Street, Sugar Grove, IL 60554	40
29.	Feb 20, 2024	Michelle LaGrotta	Communications with TRG Venture Two, LLC or its	46
			agents/attorneys regarding the Settlers Ridge Subdivision and any agreements between Sugar Grove and TRG Venture Two,	
			LLC.	
30.	Feb 23, 2024	Daniel Entile	February 21st Planning and Zoning Board Meeting minutes,	12
			audio, applications for the two solar farms on	
			Aurora Airport land with corresponding neighbor notices	
31.	Mar 6, 2024	Pat Gallagher	all records regarding the proposed solar farm near the Aurora	0
			Municipal Airport, covering the period of the last five years.	

32.	Feb 6, 2024	Tammy Climer	any and all records pertaining to the property located at 932 Merrill New Road, Sugar Grove, IL 60554 Including, but not limited to: liens, violations, citations, outstanding balances, and building permits.	1
33.	Mar 4, 2024	Jerry Leiby	The non-exclusive franchise agreement requested by Metronet and granted by Sugar Grove to serve Sugar Grove with its Fiber-to-the-home product and service.	16
34.	March 5, 2024	WSPY News	 Applications submitted to the village for solar fields near the aurora airport. Public notices mailed to neighbors regarding zoning hearing for the same solar fields. Audio recording of zoning hearing for solar fields next to aurora airport. 	3
35.	Mar 6, 2024	Peyton Chimack	We took over management of 483 Heartland Drive, 490 Heartland Drive, and 550 Heartland Drive Sugar Grove, IL 60554 and don't have any drawings of the properties. We would like to request copies of each building's drawings.	2
36.	Mar 7, 2024	Mark Bright	recent new residential construction home permit applications submitted, permit cost, and related construction materials submitted for the building of these properties: Address: 1076 Redbud Ln, Sugar Grove, IL PIN: 14-04-404-013 Dates: Should be submitted in 2021 Address: 1044 Redbud Ln, Sugar Grove, IL PIN: 14-04-404-014 Dates: Should be submitted in 2019 or 2020 Address: 1036 Wheatfield Ave, Sugar Grove, IL PIN: 14-04-401-014 Dates: should be in 2021/2022 Address: 1028 Chestnut Hill Ln, Sugar Grove, IL PIN:14-04-452-011 Dates: Should be in 2022/2023 Address: 1918 Hunter's Ridge Ln, Sugar Grove, IL PIN: 14-04-402-004 Dates: Should be in 2019/2020	20

37.	Mar 8, 2024	Daniel Entile	Attorney review determination of the Aurora Airport solar farms, condition from the zoning board, on the legality of LLC's, contracts with the City of Aurora, and legality of the special use permit application and process by Suncode Energy,LLC and affiliated companies.	0
38.	Mar 10, 2024	Pat Gallagher	"I am seeking all records regarding the required referendum for the Village's "Green Electric Aggregation Program", covering the period of 2010-2012."	9
39.	Mar 12, 2024	Daniel Entile	Village board meeting minutes and recording for 3/5/24. They are currently not available online and are pertinent to public comment for the next board meeting next week.	2
40.	Mar 20, 2024	Pat Gallagher	all records exchanged between the Village of Sugar Grove and the Sugar Grove Economic Development Corporation, regarding Crown Community Development (or any of its affiliated organizations, including Sugar Grove, LLC), covering the period of the last 10 years."	0
41.	Mar 22, 2024	Daniel Entile	All email correspondence between solar farm applicant (Suncode, Suncode Energy, their lawyer Mrs. Kramer) and village from Jan 17 to Mar 22,2024.	650
42.	Mar 30, 2024	Benjamin Larson	code violations list of property addresses for the past 2 months that covers residential properties only. Specifically ones with "high grass" "junk vehicles" "accumulations" and "structural integrities". I'm also looking for a list of residential property addresses that have water shut off for the past 2 months.	2
43.	Apr 4, 2024	Pat Gallagher	All records regarding Village services rendered for the 2023 LIV event at Rich Harvest Farms.	376
44.	Apr 8, 2024	Thoughtful Progress/Pat Gallagher	I am seeking all records regarding the proposed solar farms near the Aurora Municipal Airport, covering the period of Q1 2019.	0
45.	Apr 10, 2024	Dan Entile	Email communication between Suncode,LLC/Suncode EnergyLLC/affiliate companies/Kramer Law Office and Village staff/Trustee Konen from April 2nd to current	1
46.	Apr 10. 2024	Dan Entile	Confirmation or receipt of payment for special use permits for the two solar farms CS1 on Dugan rd and CS2 on Rt 30.	1

47.	Apr 12, 2024	Thoughtful Progress/Board of Directors	Thoughtful Progress is seeking all records regarding the proposed development project at I-88/R-47, covering the period of Q1 2024.	0
48.	Apr 15, 2024	Thoughtful Progress/Board of Directors	Thoughtful Progress is seeking all records regarding the proposed solar farms near the Aurora Municipal Airport, covering the period of Q1 2024.	0
49.	Apr 17, 2024	Daniel Perez	Itemized bid tabulation for the Sugar Grove MFT Road Program	2
50.	Apr 17, 2024	Daniel Perez	Itemized bid tabulation for the Sugar Grove various streets projects	0
51.	Apr 17, 2024	Thoughtful Progress/Board of Directors	Thoughtful Progress is seeking all records regarding Trustee Sean Michels's forgery charges.	0
52.	Apr 18, 2024	Sheri Reid	general purchasing records from 10/11/2023 to the current request date of 4/18/2024. Request details are as follows: Our request is limited to readily available, fully electronic documents. For the purpose of this request, "fully electronic" refers to dynamic PDF, Excel (csv., xlsx.), TXT or RTF files containing active text. Files containing active text should allow the user to use their mouse/trackpad to highlight, select, copy and paste the text from the file. Responsive reports include those containing the following details per purchase: 1 Unique Identifier (i.e. PO #, Invoice #, Check #, Encumbrance #, etc.) Purchase Date Line item details Line item quantity Line item price Vendor ID number, name, address, contact person and their email address	302
53.	Apr 19, 2024	Elida Valadez	our lender is requesting a FOIA on PIN: 1419301004 or any other public records, as appropriate. Please let me know if you have questions or for further direction on my behalf. Thank you I appreciate your assistance	29

54.	Apr 19, 2024	Tyler Nelson	building permits regarding roof work at 949 Black Walnut Drive from the past 30 years. This is an insurance client of mine, and we are looking to determine the year of their roof. Based on the age of their roof will determine the level of coverage we are able to provide them	8
55.	May 09, 2024	Thoughtful Progress/Board of Directors	Thoughtful Progress is seeking the closed session minutes from the Feb 6, 2024 Village board meeting.	3
56.	May 14, 2024	Jerome Townsend	All correspondence between the Village of Sugar Grove and Kaneland Schools, its employees, board members, and affiliates regarding TIF (Tax Increment Financing) with Crown Industries for the period of January 1, 2022, to the present.	11
57.	May 15, 2024	Carolyn Anderson	TIF Eligibility Studies and Economic Impact Studies for TIF1 and TIF 2	129
58.	May 15, 2024	Carolyn Anderson	Please send all documents, maps, cell phone text messages, and communications sent by and received by the Village of Sugar Grove and the below taxing bodies related to proposed TIF 3 for Crown Community Development / Sugar Grove LLC from January 1, 2024 to current. Please include copies of the documents in the packets that were sent to the below taxing bodies via certified mail for the Joint Review Committee. • Blackberry Township • Blackberry Township Road District • Elburn Fire Protection District • Kane County • Kane County Forest Preserve • Kaneland C.U.S.D 302 • Sugar Grove Community Building • Sugar Grove Fire Protection District • Sugar Grove Park District • Sugar Grove Township • Sugar Grove Township • Sugar Grove Water Authority • Town and County Library District • Waubonsee Community College 516	93

59.	May 21, 2024	Tim Slamans	the application for a TIF and if any money was paid by Crown for the TIF study or did VSG pay for it? Let me know if I need to re-submit this on the online form.	4
60.	May 21, 2024	Thoughtful Progress/Board of Directors	Thoughtful Progress is seeking personnel files for the following individuals: Scott Koeppel, Alison Murphy, Tracey Conti, Matt Anastasia, Michael Cassa, Walter Magdziarz, Brent Eichelberger, and Danielle Marion.	869
61.	May 24, 2024	Thoughtful Progress/Board of Directors	Thoughtful Progress is seeking any communication (including on personal devices) with Susan Smith.	315
62.	May 28, 2024	Thoughtful Progress/Board of Directors	Thoughtful Progress is seeking all records matching the keyword "seaside" (case insensitive).	73
63.	May 30, 2024	Judy Jackson	a list of all residential code violations and utility shut offs for the past 3months as of todays date 5/23/2024 Date range of this request is from 2/1/2024 (February 01 2024) to current date	16
64.	Jun 3, 2024	Carolyn Anderson	Please send all documents and communications between the Village of Sugar Grove staff and elected officials and Crown Community Development from October 1, 2024 to current. Also, please send all financial transactions made involving Crown Community Development and the Sugar Grove LLC land from March 1, 2020 to current.	Pending Clarification
65.	Jun 3, 2024	Ross Powell	more detailed information that the engineering companies have that relates to these concerns and was used to justify their claims made in the documents that are currently publicly available.	0
66.	Jun 5, 2024	Tim Slamans	How much did the report cost and have they made additional deposits? (in reference to the SB Friedman TIF Eligibility Report and Redevelopment Plan and Project Report)	26
67.	Jun 7, 2024	Thoughtful Progress/Board of Directors	Thoughtful Progress is seeking records regarding bicycle infrastructure improvements, covering the period of January 1, 2024 to present.	168

68.	Jun 10, 2024	Molly Reimer	Please send all documents and communications between the Village of Sugar Grove and Crown Community Development from February 1, 2024 to current.	Pending Clarification
69.	Jun 11, 2024	Thoughtful Progress/Board of Directors	Thoughtful Progress is seeking communications (including on personal devices) with Crown Community Development (or any of its affiliated organizations), covering the period of September 1, 2023 to present. Thoughtful Progress is also seeking financial records involving Crown Community Development (or any of its affiliated organizations), covering the period from 2020 to present. Please note this request specifically excludes any records previously provided to Thoughtful Progress, if any such records exist.	Response Pending
70.	Jun 11, 2024	Thoughtful Progress/Board of Directors	Thoughtful Progress is seeking any communication (including on personal devices) with Kathleen Field Orr, covering the period of January 1, 2024 to present.	Response Pending
71.	Jun 14, 2024	Perry Elliott	A copy of records of all monies spent by the Village of Sugar Grove over the last eighteen months from the date of 6-13-2024 for growth and development purposes. Specifically, toward economic development, including any existing TIF districts or any proposed TIF districts (crown project). Including all vouchers for meetings, etc.	Response Pending
72.	June 14, 2024	Thoughtful Progress/Board of Directors	Thoughtful Progress is seeking traffic studies for the proposed development at I-88/R-47.	Response Pending