



Community Development Staff Report

TO: Village President and Board of Trustees
FROM: Danielle Marion, Planning and Zoning Administrator
DATE: May 14, 2024

The following is a short summary of current projects that the Community Development Department is addressing:

Meetings:

On May 1st I attended a meeting with staff to discuss Settler's Ridge Re-subdivision.

On May 8th I attended a meeting with the new owner's of the 11 DeBartolo Drive to discuss new use.

On May 8th I attended the weekly engineering meeting.

On May 9th I attended a kickoff meeting with Teska.

On May 9th I attended a meeting with Krantz Strategies to discuss Food Truck Fridays.

On May 15th I attended the weekly engineering meeting.

I attended several staff meetings with Trustees.

Planning & Zoning:

Prepared agenda material and attended Village Board meeting.

Reviewing subdivision plans for Denny Road and Bliss Road.

Reviewing residential re-subdivision in Hannaford.

Reviewing Settlers Ridge Unit 1A re-subdivision.

Worked on Food Truck Friday.

Performed multiple plan reviews.

Working on text amendments.

Building:

Completed as-built review for Burnt Barrel.

Reviewing new tenant resubmission for lot 17.

Completed review for Rosewood's new event space.

Met with new owner of DeBartolo property to discuss new plans for remodel.

Completed multiple plan reviews and building inspections.

Issued multiple permits.

Property Maintenance/Code Enforcement:

Addressing mowing violations.

Addressing illegal signs.

Addressing vehicle ruts/vehicles and campers parked on the lawn.

Started enforcement on property located on the northwest corner of Capitol Drive and Park.

Cited vacant lot in front of Ace Hardware.

Cited lot by Dunkin'.

Began process for citing Chesterbrook property.



FINANCE DEPARTMENT STAFF REPORT

TO: Village President & Board of Trustees
FROM: Matt Anastasia, Finance Director
DATE: May 17, 2024

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

Tasks/Updates:

- **PSEBA Reporting 2024.** Brett and I worked on completing the PSEBA reporting for 2024 as required by the Illinois Commission on Government Forecasting and Accountability.
- **Confidential Shredding Services.** I have been working on reviewing our confidential shredding services. Currently, the Village has ProShred and has also received pricing from Shark Shredding. After reviewing our pickup schedule and determining pricing from each company for the same service, we will be switching to Shark Shredding for our shredding services. Staff is in the process of implementation.

Meetings:

- **Sugar Grove LLC.** Internal meetings continue with all departments.
- **I-88 & IL-47 TIF.** All required notices have been distributed. Public Hearing is scheduled for the normal Board meeting on June 18th.
- **Diversified Benefit Systems.** I met with DBS to discuss our 2024 Sec. 125 Discrimination Testing. The Village has complied and passed for Plan Year 2024.
- **IMTA Institute Prep.** I continue to work on planning the IMTA Institute 2024. Held meetings with the Committee, along with potential presenters for the Institute.

Conferences/Trainings/Seminars: None



POLICE DEPARTMENT STAFF REPORT

TO: PRESIDENT & BOARD OF TRUSTEES
FROM: PAT ROLLINS, CHIEF OF POLICE
DATE: MAY 17, 2024

Notable Police Events

- Cop on Rooftop-supporting Special Olympics IL occurred on May 17, 2024.



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 Impact Weapons Defensive Counterstrikes.
- Sgt. Alcaraz graduated from Northwestern's Center for Public Safety Staff and Command ten-week training program on May 3. Staff and Command is an intensive leadership and law enforcement management world renowned training program.



Administrative

- Chief Rollins participated in the Tri-Com Executive Board meeting on May 8 held at Tri-Com
- Chief Rollins participated in a Department Head / Village Administrator weekly meeting on May 8th, 2024.
- Administrative Officer Hanold participated in the Tri-Com Police Ops meeting on May 9 held at Tri-Com.
- Chief Rollins participated in the combined Tri-Com Police and Fire Ops meeting on May 14 held at Elburn Fire District Headquarters.
- Chief Rollins participated in the Board of Police Commission Special Meeting held on May 14 at the Police Department.

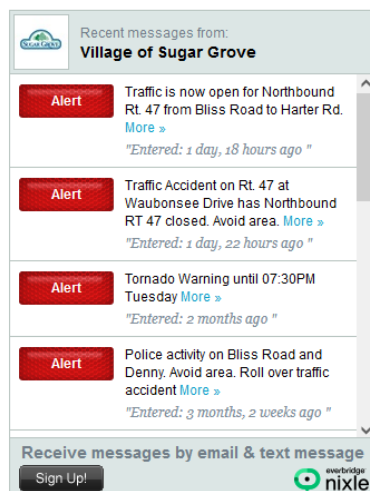
- The Police Department Command Staff meeting took place on May 15th in the police department conference room.
- Sgt. Alcaraz and Chief Rollins participated in the Kane County Police Law Enforcement Appreciation Ceremony hosted at Mooseheart for Law Enforcement Police Week. Kane County Chiefs of Police honored the twenty-six names on the Kane County Memorial Plaque.
- Administrative Officer Hanold along with other village departments participated in a Safety Committee meeting on May 16th, held at the Village Executive Office.
- Administrative Officer Hanold and Chief Rollins attended the monthly Kane County Chief of Police meeting, hosted at the Montgomery Police Department on May 16th.
- The Board of Police Commission held a Special Meeting on May 16 in the Police Conference Room. The Commissioners are conducting oral interviews for candidates that passed the written exam to become a police officer. Additional interviews with candidates is scheduled for the following week. The Board of Police Commissioners is preparing an initial eligibility list for police candidates.
- Chief Rollins participated in a virtual meeting on May 17 with Williams Architects regarding the building renovation/addition.

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:

- No Community Messages have been sent out since the last staff report.



- Emergency Warning Sirens monthly and weekly testing continues. They are functioning properly as of May 13, the last weekly test, with one of the sirens needing some repair work to be performed by the vendor.
- 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:

- 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: May 17, 2024

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

Meetings:

On May 6, 2024, I attended the Delmar Kriehbaum Honorary Street Sign Dedication.

On May 16, 2024, Brian Schiber and I met with representatives from General Energy for a project kick-off meeting for the Solar Project for the water plant at 455 Arbor. This Project is scheduled to start July 8, 2024.

Training:

May 17, 2024, The Public Works crew attended Trench and Excavation Training hosted by IRMA.

Public Works Projects:

Water Tower Inspections:

The water tower inspections have been completed; we should have the complete report within a couple weeks.

2024 Spring 50/50 Parkway Tree Program:

The Spring 50/50 Parkway Tree program planting is scheduled for May 30, 2024, a total of 62 trees will get planted this spring.

The Black Berry Creek Pedestrian Bridge:

Project bids opened on April 26, 2024; D Construction Inc. was the apparent low bidder at \$571,412.77. The Engineer's Estimate for the project was \$831,700.00. The Project is currently working its way through the IDOT approval process which is estimated to take several weeks to a month.

2024 Road Program:

The project started May 13, 2024, the concrete removal and replacement is about 50% complete.

Public Works Field Operations:

Staff completed a total of 162 JULIE tickets.

Staff completed Village wide pothole patching.

Staff collected monthly water samples as required by the IEPA.



ECONOMIC DEVELOPMENT DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees

FROM: Michael Cassa, Economic Development Director

Date: May 16, 2024

Summary of Attraction/Retention Projects and Prospects

770 Heartland- Follow up with Morken Associates, the broker representing a buyer interested in developing an industrial project on Heartland Drive on March 28.

Ace Hardware- Village officials made a business retention visit with Mark Driscoll, who manages the Sugar Grove Ace Hardware.

Cold Stone Creamery- the new ice cream shop has opened at Sugar Grove Center.

Four Seasons Development- the company has completed the improvements to their property that were required for their Commercial Property Enhancement Program (CPEP) grant. The CPEP check presentation will be held on June 13.

GMX Real Estate received Village Board approval on May 7 for the development of a new Starbucks, as well as another commercial building. The project will be located on the site between Graham's Shell and Auto Zone.

Jones Lang LaSalle- staff met with brokers from JLL that are representing an industrial developer interested in a potential project in Sugar Grove.

L&L Nails- the new nail salon has leased the only vacant space at The Landings retail center.

Producers Chemical- staff has been following up with the company regarding its plans to expand their building on Bucktail Lane.

Waubonsee Community College- Village President Jen Konen and the Economic Development Department staff participated in the groundbreaking ceremony for the new WCC Technical Center.

Marketing and Outreach

Brokers Reception- staff met with Jon Meagher on May 17 to discuss plans for the 2024 Brokers Reception which will be held in November at Rich Harvest Farms.

DCEO- Staff participated in the Illinois Department of Commerce and Economic Opportunity Team Red Webinar. Team Red is the business development team for DCEO.

International Council of Shopping Centers- Meetings have been scheduled for the ICSC national show, which will be held the week of May 19 in Las Vegas. Meetings will be held with commercial developers corporate real estate managers that represent retailers, restaurants and hotels. Michael Cassa will also be attending several receptions hosted by commercial real estate companies.

Sugar Grove Chamber of Commerce- The Economic Development Department staff attended the Chamber's Membership Appreciation Luncheon.