



ADMINISTRATION DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees
FROM: Scott Koeppel, Village Administrator
Tracey Conti, Village Clerk
DATE: March 14, 2024

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

State of the Village – Administration is working with Economic Development and Krantz Strategies to develop this years state of the Village.

Economic Development Admin Assistant – Administrator Koeppel sat in on the second round of interviews.

Airport Solar Fields – Staff researched the various concerns from the March 3 meeting.

Library – Staff toured the Library and met with leadership from the library to continue talks on an IGA.

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.

Licensing – Administration staff is working on the license renewal process.



FINANCE DEPARTMENT STAFF REPORT

TO: Village President & Board of Trustees
FROM: Matt Anastasia, Finance Director
DATE: March 15, 2024

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

Tasks/Updates:

- **IRMA Underwriting 2025.** We have begun working on the IRMA Underwriting 2025 spreadsheet for our insurance carrier. This includes updating our Cyber Security Questionnaire for 2024.
- **Shred Company.** I am working with ProShred, our current confidential shred provider, to get updated pricing and pick up schedules. This is in effort to compare with another proposal received from Shark Shredding.

Meetings:

- **AT&T Introduction.** I attended a meeting, along with Noreail from DeKind, with our new representatives from AT&T and FirstNet. This meeting was introductory in meeting the entire team covering Sugar Grove, however, it was also to discuss the Village's needs in regard to billing, web access, and proposal for increased internet speeds.
- **DeKind.** I met with DeKind to discuss some of our outstanding items – upgraded internet speed for Public Works, PD and Administration/Finance buildings, early discussion on our RFP for Copiers (current lease expires in September), as well as other miscellaneous items.
- **IMTA Treasurer Institute.** Had a kickoff meeting with EIU coordinator for the Institute in November. We are beginning to look for speakers to fill the slots.
- **IRMA Board of Directors Meeting.** I attended the quarterly IRMA Board of Directors meeting held virtually. The only item of note is the 2023 membership participation, where the Village ranks as Category II. This is a good standing with IRMA for participation in meetings.

Conferences/Trainings/Seminars: None



COMMUNITY DEVELOPMENT DEPARTMENT

ACTIVITY REPORT

MARCH 2024

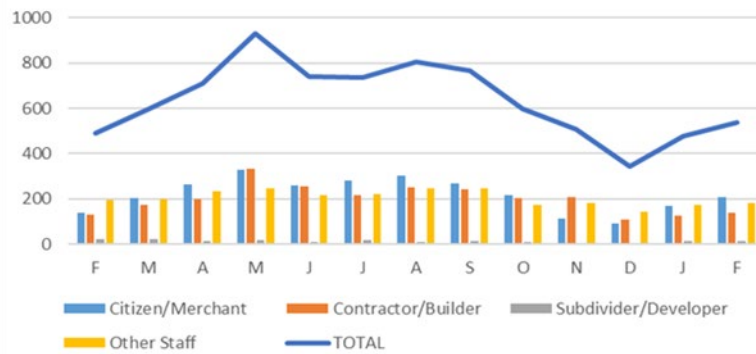
To: President Konen and the Board of Trustees
 From: Walter Magdziarz, Community Development Director

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

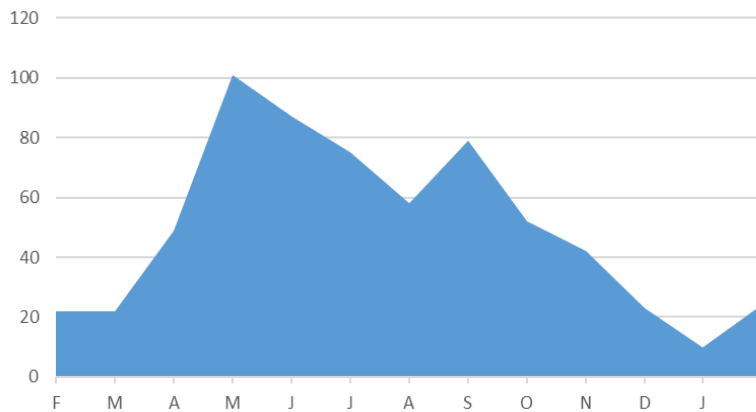
- Summary of Permit, Plan Review, Inspection and other activity:**

	2024		2023	
	February	FYTD	February	FYTD
TOTAL PERMITS	24	551	22	434
Residential	0	33	3	29
Commercial	0	0	0	1
All Other Construction	24	518	19	404
CONSTRUCTION VALUE	\$ 366,999	\$ 19,623,166	\$ 1,212,933	\$ 16,037,429
TOTAL NUMBER OF INSPECTIONS	160	2,287	83	1,871
Property Maintenance	0	371	0	279
MOWING ORDERS	0	137	0	97
Signs removed	0	68	10	125
COMPLETION CERTIFICATES ISSUED	8	35	2	27
PLAN REVIEWS	33	815	34	679
Zoning	9	264	12	245
Building	24	551	22	434
COMPLAINTS	7	53	5	69
Verified	7	51	5	69
Corrected	7	50	5	69
REQUESTS FOR INFORMATION	539	6,432	490	6,524
Residents/Merchants	207	2,233	140	2,393
Builder/Contractor	140	2,078	131	1,864
Subdivider/Developer	12	99	23	156
Other Village staff	180	2,022	196	2,111
FOIA Requests	6	29	5	32
Miles Driven	928	10,860	545	9,043
Current Estimated Population	10,171			

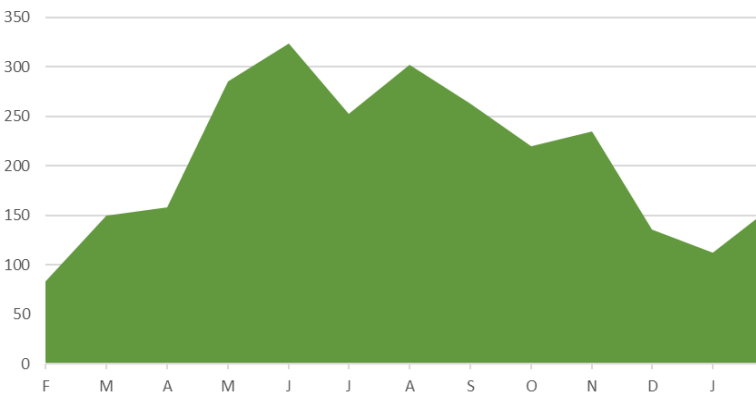
REQUESTS FOR INFORMATION (February 2023 thru February 2024)

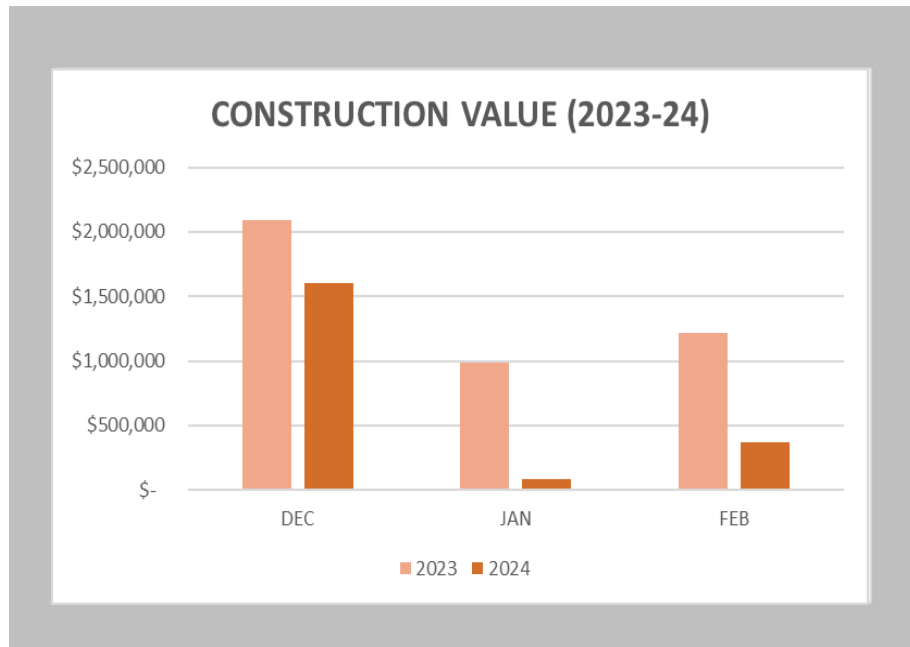


TOTAL PERMITS ISSUED (February 2023 thru February 2024)



NUMBER OF INSPECTIONS (February 2023 thru February 2024)





Activity highlights.

Planning & Zoning

- Prepared agenda material and attended Village Board meeting
- Prepared agenda material and attended Planning Commission meeting
- Meeting with property owner for possible residential development
- Consulted with business interested in occupying space on Heartland Drive

Building

- Continue review of new building codes

Property Maintenance/Code Enforcement

-



POLICE DEPARTMENT STAFF REPORT

TO: PRESIDENT & BOARD OF TRUSTEES
FROM: PAT ROLLINS, CHIEF OF POLICE
DATE: MARCH 15, 2024

Notable Police Events

- On March 15, felony charges (Reckless Homicide, Aggravated Driving under the Influence of Alcohol-2 counts, Aggravated Driving under the Influence of Drugs, Aggravated Driving under the Combine Influence of Alcohol and Drugs, along with other traffic violations) were filed against a 22-year-old Aurora resident who was driving in the wrong direction on Rt. 56 near the off-ramp from I-88. The 22-year-old driver caused a head on fatal collision with another vehicle heading westbound Rt. 56 on October 6, 2023.

Conferences / Training / Seminars

- Police Law Institute monthly computerized training for March covers the following topics: landmark U.S. Supreme Court decisions that clarify the legality of law enforcement officers' pretextual stops of both pedestrians and motorists.
- Monthly Defensive Tactics Training for March covers Pressure Point Control Tactics.
- 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 sixth of the ten weeks as of March 8th.
- Department members on March 13, participated in hands-on, in-service Stop the Bleed training. The training covers State mandated annual training requirements. Officers re-familiarized themselves with tourniquets, chest seals, stopping hemorrhaging by controlling the bleeding with many medical tactical products, along with numerous bandaging techniques.



Administrative

- Chief Rollins participated in the Tri-Com Executive Board Special meeting held on March 4 at Tri-Com.
- Chief Rollins participated in a national working group workshop, FBI Criminal Justice Information Services, (CJIS) representing Illinois agencies at the workshop hosted in Columbus, OH from March 5th through March 7th.
- March 11, Chief Rollins participated in a webinar regarding the Flock license plate system.
- Chief Rollins participated in the Executive Board meeting at Tri-Com on March 13th.
- Chief Rollins participated in the Department Head staff meeting on March 13th held at the Village's Executive Office.
- Administrative Officer Hanold oversaw the monthly adjudication hearing program that was held on March 13th in the Board room.

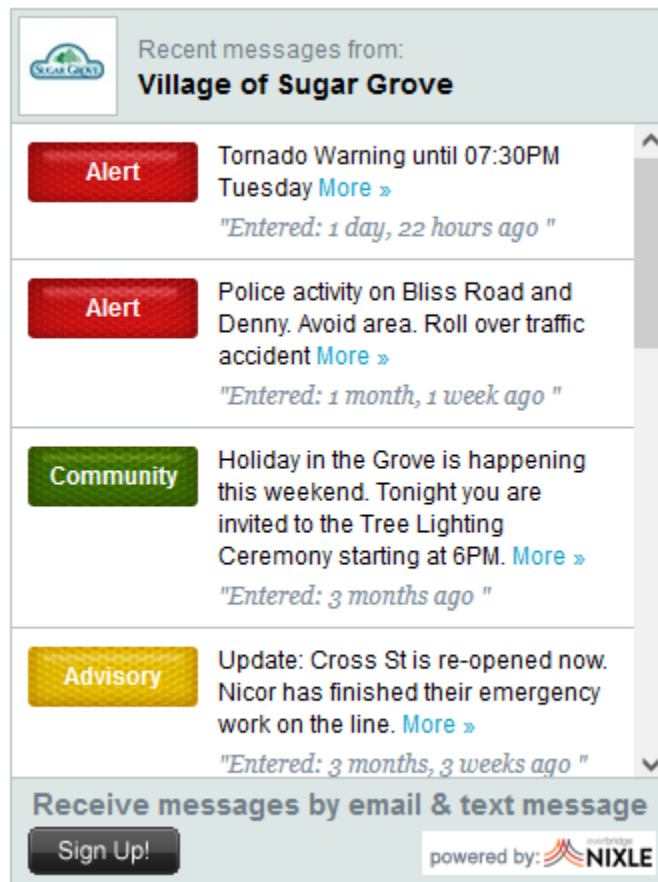
- Chief Rollins participated in the Village Safety Committee meeting on March 14 held at the Village's Executive Office.
- Sgt. Kurzawa and Records Clerk Pat Smart continue to work on NIBRS compliance and are evaluating our program from the bottom up.

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:



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



Public Works Staff Report

TO: Village President and Board of Trustees
FROM: Brad Merkel, Public Works Director
DATE: March 13, 2024

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

Meetings:

On March 7, 2024, Chris Lemke, Tim Goodlet and I met with representatives from Fox Metro. We meet quarterly with Fox Metro to discuss projects, development and any issues related to Sanitary Sewer.

On March 7, 2024, I attended the Bid Opening for the 2024 Road Program. This Project will be awarded at the March 19, 2024, Board Meeting.

Training:

The Monthly Public Works Safety Meeting was held on March 7, 2024.

Public Works Field Operations:

Staff completed a total of 87 JULIE tickets.

Staff replaced 6 streetlights with LED fixtures.

Staff completed a total of 6,205 of sanitary sewer jetting in Prestbury.

Staff repoured concrete at 3 locations that had to be removed to repair water leaks.

Staff collected monthly water samples as required by the IEPA.

Staff are currently trimming the parkway trees in Windstone when the weather allows.

Public Works Staff assisted the Park District and Township in cleaning up the Ice Rink Tarp for the season.



ECONOMIC DEVELOPMENT DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees

FROM: Michael Cassa, Economic Development Director

Date: February 28, 2024

Summary of Attraction/Retention Projects and Prospects

95 Park- met with a broker from Edgemark that represents a national daycare company, which is a potential tenant for the former Chesterbrook building.

470 Heartland- met with the property owner to discuss potential tenants for the space, which is currently being built out.

Alter Group- met with senior official of the Alter Group, a national data center and sports facilities developer.

CAM Development- Follow up with local developer/construction company that is reaching out to a national smoothie restaurant regarding locations in Sugar Grove.

ComEd- scheduled meeting with ComEd officials, including their green energy specialist, regarding the two proposed solar projects.

Dolan & Murphy- Following up with Brian and Dan Dolan regarding development opportunities for the two large properties that Dolan & Murphy owns at Galena Road/Route 56, and the properties on Division Drive.

Fireside Grille- The presentation of the Commercial Property Enhancement Program check was held on February 12.

Schoppe Design Associates- met with the Schoppe team to discuss their client that is considering annexing property into Sugar Grove.

Starbucks- 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.

Marketing and Outreach

Nicor Gas- scheduled a meeting with the Nicor Economic Development Director at their office in Naperville.

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. Here are updates on the event:

- The event is sold out. There are 152 confirmed attendees, which is a new record.
- There are 14 sponsors and 9 table buyers, which are both new records.
- Village staff participated in a walk-through of the WCC event space on March 14.
- Work continues on the multi-media presentation.

Economic Development Assistant- Second interviews were held on March 15, 2024.