



ADMINISTRATION DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees
FROM: Brent Eichelberger, Village Administrator
DATE: December 3, 2021

The following is a short summary of current projects the Administration Department is working on that have an update since the last report:

Economic Development Director – The position was posted to both the International Economic Development Council and the Illinois Economic Development Association websites. The first meeting with a candidate is scheduled for next Tuesday.

Comprehensive Plan Steering Committee – Several positions have been filled. A last-call was issued for the remaining spots.

EDC Holiday Social – President Konen and Trustee White joined CDD Magdziarz and me in welcoming members of the business community at this annual event this week.

Website – Information regarding the Open Burning Regulations and ComEd Tree Trimming was posted to the website. Much progress has been made on the Village's website refresh. Munission, the Village website provider, is finishing work on the agenda module.

Social Media – Twenty-three Facebook posts were published in the past two weeks including Village Board Agenda, Kane County Connects links regarding – 47 & Main Intersection Improvements, and USPS Send Packages Early Notice – Nixle Sign-up Reminder, Police, Plan Commission and Town Center Committee Agendas, Kane County 211, Last Yard Waste Collection, Thanksgiving Food Safety Tips, Village Office Closed for Thanksgiving Holiday, Street Sweeping Delay and Reminder, Lock It or Lose It, Sign-up for Email Notifications. Over 1,750 FB users were reached with a post reminding residents of the monthly Electronic Waste Recycling.

Village YouTube Channel – The audio recording of the November 16th Village Board Meeting was uploaded to the site.



FINANCE DEPARTMENT STAFF REPORT

TO: Village President & Board of Trustees
FROM: Matt Anastasia, Finance Director
DATE: December 3, 2021

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

Tasks/Updates:

- **FY21-22 Budget Document.** The FY21-22 Budget Document has been completed and is on the Village website for viewing.
- **American Rescue Plan.** The Treasury has updated the first coverage period for reporting which will be March 3, 2021 through March 31, 2022, with report due April 30, 2022. This amount will include any COVID-19 expenses, COVID-19 payroll expenses through March 31, 2022 and revenue replacement figures for period at December 31, 2020 and December 31, 2021.
- **Village Hall Renovations.** The Village Hall renovations have been completed. New carpet was installed, walls and doors were painted and cubicles and furniture has been rearranged for better efficiencies.

Meetings:

- **Cordogan & Clark – New Village Hall.** We had a final Village Hall Conceptual meeting with Cordogan & Clark. The completed plans showed the ability to accomplish the needs of the Village in the estimated square footage for funding purposes.
- **TIF #1 & TIF #2 Joint Review Board.** CD Director Magdziarz and myself held the annual Joint Review Board meetings for TIF #1 & TIF #2 for all the taxing districts. President Konen chaired the meeting with the taxing districts where the annual TIF reports were reviewed and any discussion on the TIF plans were discussed.

Conferences/Trainings/Seminars:

ICMA – Infrastructure Investment & Jobs Act – Webinar, November 19, 2021

The webinar was a discussion of all the funding opportunities that were approved and authorized with the signing by President Biden of the Infrastructure Investment & Jobs Act (IIJA)

Bill. This approved \$550 billion in ***new spending*** over the next 5 FYs (2022-2026), above the baseline. The Bill also had \$650 billion in ***authorized spending***, including \$383.4 billion in a five-year surface transportation reauthorization package. There were some highlights from the presentation that pertained specifically to Local Governments and the Village in regards to Transportation, \$284 billion new spending included in this Bill for the next 5-years.

- Surface Transportation Block Grants now allow Federal Funds to be used on Local Roads for any local government under 50,000 in population. This is a change where federal funds were not allowed to be used on local roads in the past. It was an increase of 10% of the State's STBG allocation.
- This Bill authorized \$6.54 billion over FY22-26 for a new grant program to repair and replace bridges.
- Local Governments are allowed to apply for competitive grants, but they are extremely hard to achieve, most of the grants will flow directly through the States

As always, eligibility for the Village will need to be analyzed by our engineers, however, this does seem promising for more funds to be available for large projects in the Village.

Accounts Receivable through November 30, 2021:

	<u>As of November 30, 2021</u>	<u>As of November 30, 2020</u>
Account Billings:		
<i>Garbage Accounts</i>	3,282	3,288
<i>Water Accounts</i>	4,287	4,297
<i>Sewer Accounts</i>	4,014	4,022
<i>Road Maintenance</i>	3,462	3,470
<i>ACH Customers</i>	1,016	1,001
Delinquent Accounts:		
<i>1st Step - Late Bills</i>	667	602
<i>2nd Step - Delinquent Notice Sent</i>	54	0
<i>3rd Step - Tag Notice</i>	19	2
<i>4th Step- Water Shut-Off</i>	N/A	N/A
<i>Past Due Notices</i>	187	176
Active Payment Plans:	2	8
Outstanding Accounts Receivable:		
<i>Sewer Usage</i>	\$9,301.03	\$16,690.65
<i>Water Usage</i>	(7,586.14)	17,017.96
<i>Sewer Maintenance</i>	5,345.27	8,978.96
<i>Water Maintenance</i>	6,952.44	11,478.70
<i>Garbage</i>	3,917.99	7,305.53
<i>Discount</i>	(5.00)	-
<i>NSF Fee</i>	-	70.00
<i>Shut-Off Fee</i>	35.00	140.00
<i>Road Maintenance Fee</i>	1,510.59	2,682.56
<i>Tag Fee</i>	32.20	261.72
<i>Copper & Lead Sampling</i>	(20.00)	-
<i>Construction Charge</i>	27.50	137.50
<i>Lien Fees</i>	-	-
<i>Hydrant Fees</i>	(25.00)	5.00
<i>After Hours Turn on Fee</i>	75.00	-
<u>Total Accounts Receivable</u>	<u>\$19,560.88</u>	<u>\$64,768.58</u>



COMMUNITY DEVELOPMENT DEPARTMENT

ACTIVITY REPORT

DECEMBER 2021

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

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

Activity highlights.

Planning & Development

- Prepared agenda material and attended Village Board meeting
- Prepared agenda material and attended Planning Commission/Zoning Board of Appeals meetings
- Coordinated application requirements for Special Use Permit approval for shipping container rental business
- Coordinating ongoing revision process for Prairie Grove Commons Annexation Agreement Amendment and PUD documents; meetings with developer; coordinated off-site easement documents
- Consulted with resident about possible zoning variation application
- Participated in annual Joint Review Board (TIF) meeting

Building

- Responded to latest supply chain issue with construction at Deep Coat; collaborating with Fire Department on temporary heating solution for building
- Meeting with Ryan Homes to discuss possible solutions for grading issue created on block where model home is under construction

Property Maintenance/Code Enforcement

- Continue working with commercial property owner to correct outdoor illumination problem they created by replacing light fixtures without a permit

Economic Development

- Responded to request for information from interested party concerning Calvary Church property



POLICE DEPARTMENT STAFF REPORT

TO: PRESIDENT & BOARD OF TRUSTEES
FROM: PAT ROLLINS, CHIEF OF POLICE
DATE: DECEMBER 3, 2021

Significant Police Events

- None.

Conferences / Training / Seminars

- Police Law Institute monthly computerized training for November covered the following topics: Psychology of Domestic Violence and Illinois Law regarding violence in domestic settings.
- Officers began participating with OC spray in-service annual training occurring on individual shifts during their shifts in November and December. The training consists of lecture/instruction and hands-on deployment with an inert product. In addition, they are reviewing department policies related to OC Spray.
- Annual Taser training occurred on November 17. In-Service training consisting of covering our policies, taking a written exam, and performing proficiency with the deployment of the devices occurred.

Administrative

- November 15, Department Heads, Village Attorney, and the Village Administrator participated in a regular schedule attorney meeting.
- Chief Rollins participated in a joint police and fire operations meeting at Tri-Com on November 16.
- Police Department employees took part in the Village Health Insurance Open Enrollment meeting held on Thursday, November 16.
- On November 17, Chief Rollins participated in a virtual weekly staff meeting with Department Head Members and Alison updating each other on village initiatives and projects.
- Chief Rollins participated in a meeting at Tri-Com on November 17 about sharing Starcom and Statewide talk groups for interoperability. In attendance were Tri-Com, representatives from North Aurora Fire and the Aurora Police Department. As a result of the meeting, the next step will be programing new talk groups into

the Sugar Grove radios in order for all of us to be able to communicate directly in the future.

- November 17, the Board of Police Commissioners held their monthly schedule meeting. The Commissioner provided feedback from their training conference and also discussed the initial officer eligibility process and current statuses on open items.
- Chief Rollins participated in an ILEAP accreditation discussion with the ILEAP executive board on November 19.
- On November 2, Chief Rollins participated in a ERP Water Stakeholder meeting with Tony Speciale, Brad Merkel, Michele Piotrowski and other members from EEI, along with Wayne Parson from the SGFPD.
- On November 24, Chief Rollins participated in a virtual weekly staff meeting with Department Head Members and Alison updating each other on village initiatives and projects.
- November 29, Chief Rollins participated in an ETSB (Kane County Emergency Telephone Systems Board) virtual meeting.
- Department members attended in-person training on November 30 annual Anti-Harassment Training presented by Laura Julien.
- On December 1, Chief Rollins participated in a virtual weekly staff meeting with Department Head Members and Alison updating each other on village initiatives and projects.
- Chief Rollins participated in a discussion regarding the Tri-Com Structural documents and exploratory funding formula options on November 1 at the Geneva Fire Station.
- December 2, Department Heads and the Village Administrator met virtually with President Konen as part of our on-going weekly collaboration.

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.
- Officers drove 9,159.2 miles patrolling the village streets during the month of October. Total engine hours run time for the fleet was 1,520.65. In comparison, during September officers put on 10,554.4 miles on the squad cars with 977.9 engine hours run time.

- Speed Trailer –was deployed on Park and Hampstead on October 15, 2021.



- Speed Radar Pole Signs:
Unit # 1 deployed in the 200 block of Snow St. on September 9 to address speeding auto complaints.



Unit # 2 deployed in the 200 block of Berkshire. on October 8 to address speeding auto complaints.



Emergency Preparedness:

- Emergency Warning Sirens monthly and weekly testing continue. The monthly audible test occurred on November 2 at 10am. A review of the coverage area during the monthly test continues.

Upcoming Activities:

- A joint active shooter drill is being planned with the Fire Department that will occur on three different dates to accommodate the different working shifts for both departments.

Village of Sugar Grove
Public Works Department

MEMORANDUM

December 2, 2021

TO: Village President and Board of Trustees

FROM: Anthony Speciale, Public Works Director

RE: **PUBLIC WORKS DEPARTMENT STAFF REPORT**

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

On November 15, 2021 Public Works staff attended the Annual Snow & Ice Control Training at the Public Works Facility. The training covers safe operation, salting rates, snow removal techniques and forecasting.

On November 16, 2021 I attended the Kane Kendall Council of Mayors Meeting virtual meeting, the agenda included the following: KKCOM Methodology Update and Approval, CMAP Presentation on Equity in Transportation Fees, Fines and Fares, Resolution for Functional Class Changes on Several Roadways and Funding/Agency Updates.

On November 18, 2021 Annual Hearing Conservation Testing was completed at Dryer Medical Clinic by all Public Works Staff, this is part of our Hearing Conservation Policy.

On November 23, 2021 Brad Merkel attended the NWPA TAC monthly Zoom meeting. Our presentation was on "Sustainable yield estimates," by Daniel Abrams, ISWS

On November 30, 2021 I met with Village Staff via virtual meeting to review the FY 21-22 Budget Projections and Proposed Projects.

On November 30, 2021 Brad Merkel and I met with EEI staff via Zoom to review the Progress of the Dugan Road Sanitary Sewer Analysis. EEI will present the final report to the Village Board at the December 21, 2021 Village Board Meeting.

On November 30, 2021 I met with Village staff to discuss PGC Progress via virtual meeting. Several items still need to be coordinated with the Developer.

On December 2, 2021 Brad Merkel and I met with representatives from Trotter & Associates to discuss the IL Rt 47 & Us 30 Project via virtual meeting. We have sent a request to IDOT for additional information.

The Public Works Department attended Anti-Harassment Training on November 30th at the Public Works Facility.

Fays Lane & Whispering Oaks Water Main Replacement Project:

Staff has been working with EEI to finalize plans to submit to the IEPA by December and have the project out to bid by January. This Project is scheduled to be completed in the summer of 2022. The IEPA Permit has been submitted.

Windsor West LED Street Light Conversion Project:

Staff has received and started installing the LED Street Lights, this project is scheduled to be completed the week of December 6th.

Public Works Field Operations:

Staff has completed the Village Hall Carpet Project. Public Works Staff repainted the Administration side of Village Hall, repaired several areas of drywall damage and reconfigured the cubicles.

Staff distributed monthly shut-off notices to delinquent accounts.

Staff completed a total of 89 JULIE tickets in the month of November.

Staff has repaired or replaced a total of 32 street lights in the month of November.

Village of Sugar Grove Initiative Update December 3, 2021

Initiative		Estimated Cost	FY 21-22 Departmental Measurable Objective	Update
A1	Develop Village Hall & Police Facilities Plan - AP 3/4	\$ 30,000	Placement on VB agenda of a PSA(s) for Architectural Services for VH Space Needs Analysis, New VH Cost Estimates, and Existing VH Remodeling Design and Cost Estimates for PD Use.	Working meetings with Cordogan Clark for the VH Space Needs Analysis are completed. Cordogan Clark is preparing a final report for review.
A2	Negotiate an Elburn Boundary Agreement - AP1	\$ 1,000	Presentation of a Village Board approved draft Boundary Line Agreement to Elburn.	
A3	Negotiate a Big Rock Boundary Agreement - AP2	\$ 1,000	Presentation of a Village Board approved draft Boundary Line Agreement to Big Rock.	The Boundary Agreement with Big Rock was approved at the November 16, 2021 Village Board meeting.
A4	Update Village Ethics Ordinance	\$ 500	VB approved Ordinance.	The Board approved amendments to the Ethics Ordinance at the November 16, 2021 Board Meeting. - Initiative Complete
A5	Update the Priority Capital Projects List	\$ -	VB approval of an updated list in September and March.	The Board reviewed and approved the Priority Capital Projects List with two amendments at the September 21, 2021 meeting.
A6	Update Emergency Powers Ordinance	\$ 500	VB approved Ordinance.	The Board approved changes to the Emergency Powers Ordinance and including the designation of President Pro Tem at the October 5, 2021 meeting. - Initiative Completed
A7	Initiate Electronic Filing System - AP4(Fin)	\$ 11,430	Implementation of Basic Records Management module.	Village staff received a quote to proceed with the electronic filing system (Laserfiche). The quote included annual subscription costs as well as one time fees. As these additional costs were not budgeted in the current fiscal year, staff will move forward with the work necessary to prepare for full implementation in FY23. Work to be completed toward this initiative this FY will include preparing all Ordinances and Resolutions for transfer into the system in the spring.
A8	Consider Elected Official Liquor License	\$ 500	Placement on VB agenda for discussion.	
A9	Review IT Consultant Services - AP6	\$ -	Provide recommendation for provider and/or service level.	Staff and the IT consultant have developed a spreadsheet to track task progress and completion. Improvements will be made to the process as needed.
A10	Review Custodial Services - AP7	\$ -	Provide recommendation for provider and/or service level.	
A11	Increase Nixle Subscribers to 1,350 - AP8	\$ -	Achieve 1,350 subscribers.	The 1,350 subscriber goal was achieved on October 25, 2021. Staff will continue to advertise for residents to subscribe. - Initiative Completed
CD1	Facilitate New Town Center	\$ 1,000	VB approved invitation flyer for developers.	Continue to oversee work of Town Center Committee's preparation of developer prospectus.
CD2	Update the Comprehensive Plan - AP3	\$ 24,000	Maintain CMAP schedule once approved.	Project is underway. Need to name Steering Committee members in order to proceed in earnest with outreach strategy
CD3	Utilize Next Site - AP5	\$ -	Host a workshop with entrepreneurs & existing businesses to present market research opportunity.	Meeting held October 13, 2021. Initiative complete.
CD4	Develop Economic Development Incentive Policy - AP4	\$ 500	VB approval of a policy.	
CD5	Consider Video Gaming Café's	\$ 500	Placement on VB agenda for discussion.	

Village of Sugar Grove Initiative Update December 3, 2021

Initiative		Estimated Cost	FY 21-22 Departmental Measurable Objective	Update
CD6	Consider Recreational Cannabis Dispensaries	\$ 500	Placement on VB agenda for discussion.	
CD7	Implement Business Appearance Grant/Loan Program	\$ 50,000	Placement on VB agenda for discussion.	
CD8	Review the Main Street Plan including Veteran's Park Future	\$ -	Placement on VB agenda for discussion.	
CD9	Update Zoning Ordinance - 47 Corridor Plan, Main Street Plan, Big Box Industrial, Data Centers - AP1	\$ 500	VB approved Ordinance.	
CD10	Subdivision/Development Code - process, plats - AP2	\$ 500	VB approved Ordinance.	
CD11	Building Officials Mutual Aid Agreement - AP6	\$ 500	VB approved Agreement.	
CD12	Update CD Web Site - AP7	\$ -	Permit Tip Sheets and revamped Proposed Development section on web site.	
F1	Fill Vacant Staff Positions and Cross-Train Staff - AP3	\$ 4,000	Positon(s) to be filled, cross-training ongoing.	New Accounting Manager position was filled and Brett Feltes started on August 17th. He has already began to train on Utility Billing and is learning all other modules within our system as well.
F2	Develop New Village Facility Funding Options - AP2	\$ -	Present multiple options to VB and update as needed.	
F7	Seek Police Body Cam Grant	\$ 44,000	Apply for grant, budget for implementation by 2025 deadline.	Microgrant applied for on August 26, 2021. The grant is able to be spent over 3 years, with the matching funds owed over the same period.
F5	Expand Credit Card Use Rewards - AP5	\$ -	Implement or determine if feasible.	
F6	Revamp CIP - AP6	\$ -	VB approval.	
F3	Review General Liability & Property Insurance Coverage - AP1(Adm)	\$ -	Present change to VB if recommended.	
PD1	Develop Prioritized Police Staffing Needs List	\$ -	VB approved plan.	On-going - in addition currently addressing an open patrol position and sergeants promotion. Sgt. Promotional Written exam taking place on Oct. 1 followed by Oral Interviews on Oct. 12. Lateral entry position posted and initial officer eligibility testing is in-progress.
PD2	Joint Table Top and Training EMA Exercise - AP1	\$ 1,000	Completion of both a table top and a live training exercise.	Planning meetings have been occurring between the PD and fire department. FD advised PD this month that based on new COVID restrictions implemented, their preference is to participate in the table-top exercise at this time only. Live training exercise has been suspended.
PD3	PD Strategic Plan - AP2	\$ 500	VB approved plan.	
PD5	Enhance Investigative Services - AP3	\$ -	Provide VA with summarized monthly crime trend & forecast reports and directed PD response.	
PD6	ILEAP Certification - AP4	\$ -	Achieve Certification	Compiling proofs for each Standard review for the on-site is underway.
PD7	Enhanced Staff Culture & Training - AP5	\$ -	Create written training plan for all PD employees.	

Village of Sugar Grove Initiative Update December 3, 2021

Initiative		Estimated Cost	FY 21-22 Departmental Measurable Objective	Update
PW1	Develop & Implement Staff Succession Plan for Aug '22 DPW Retirement	\$ 1,500	Plan Complete, Implementation 80%.	
PW2	Crosswalk across US 30 at Municipal Drive	\$ 160,000	Submit Full Permit Application to IDOT.	PSA Awarded at 08/17/2021 Board Meeting.
PW3	CMAV Pavement Management Plan - AP1	\$ 2,000	Final report presentation to VB.	Data collection is complete. Pavement Rating Condition is complete. Pavement condition rating meeting is complete. Pavement Management Plan was presented at the November 16, 2021 Board Meeting. This project is complete.
PW4	Fays Lane Watermain Engineering - AP4	\$ 185,940	Complete engineer and budget construction for FY 22-23.	PSA Awarded at 06/01/2021 Board Meeting. A Dugan Woods Water Main Improvement Progress Meeting was held on 10/25/2021. Site Review was conducted on 10/27/2021.
PW5	Conduct Water Works Needs Assessment - AP2	\$ 200,000	Complete Phase 1 and present PSA for Phase 2 to VB.	PSA Awarded at 07/06/2021 Board Meeting.
PW6	Conduct Sanitary Sewer Needs Assessment - AP3	\$ 100,000	Present PSA and justification to VB, 80% completion if approved.	This was discussed at the 09/21/2021 Board Meeting and will be presented for approval at the 10/05/2021 Board Meeting.
PW7	PW Repainting - AP5	\$ 70,000	Complete.	PSA Awarded at 08/17/2021 Board Meeting. On September 14, 2021 the pressure washing and painting of the Public Works Facility has started. The exterior of the Building is 80% complete, once the exterior is complete the contractor will begin painting the interior of the shop. The Exterior and Interior Building painting has been completed. The Final Inspection is scheduled for next week. This project is complete.

Not Budgeted Cost estimates under \$2,500 were not reviewed for budget purposes and may not be specifically budgeted.