



ADMINISTRATION DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees
FROM: Brent Eichelberger, Village Administrator
DATE: December 17, 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 search continues with a plan to repost in January if necessary.

Village Hall Furniture – Chairs were tested at an in-person meeting with a provider. Final decisions on conference room and break room table and chairs are expected in the next two weeks. Delivery will take 6-8 weeks.

Staff Holiday Lunch – Thank you to President Konen for coordinating this event. It was well attended and well received!

Website – Information regarding the Parkway Tree Trimming and Reporting a Water Main Break was posted to the website. Much progress has been made on the Village's website refresh. The agenda module is almost complete.

Social Media – Twenty-one Facebook posts were published in the past two weeks including Village Board Agenda, Kane County Connects links regarding – Recalled Ham, Health Dept Urges Vaccinations, Holiday Fire Safety, Holiday Pet Safety, Holiday Recycling, Open DuPage Soil & Water Conservation District Director Seat, 2nd Round of Renters Assistance Now Open, Office of Emergency Management Coat Drive –Police Commission Agendas, Plan Commission Meeting Cancellation, No Plastic Bags in Recycling Bins High Wind Warnings, Town Center Meeting Canceled.. Over 1,500 FB users were reached with a post announcing the 2nd Annual Holiday Drawing Contest.

Village YouTube Channel –The audio recording of the December 7th 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 17, 2021

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

Tasks/Updates:

- **Tax Year 2021 Levy.** The Tax Year 2021 Levy, MPRO Levy and Bond Abatements were filed with Kane County on December 13, 2021.
- **Open Enrollment.** Open enrollment has been completed and all changes were made for medical and dental plans.
- **LGDF Collections.** IDOR announced they have certified and updated the census population numbers for local governments. Local Government's will see the new population numbers used in the December LGDF payments (Income Tax, Use Tax, MFT, Cannabis Tax).

Meetings:

- **IRMA Board of Directors Meeting.** The quarterly Board of Directors meeting was held for IRMA. The main topics of discussion and approval were:
 - Village of Oswego Membership Approval
 - 2021 Interest Income Credit – total \$16,750,000 in Interest Income Credit was approved, this equates to \$85,577 to the Village Member's Reserve. This will bring the Village's Excess Surplus Balance with IRMA to \$409,313, prior to paying for the 2022 Premium Contributions.
 - 2022 Final Budget – 3.35% budget increase in total from prior year, mainly due to insurance coverage premiums increasing over 2021:
 - Cyber Insurance – 63.60% (\$203,511)
 - All Risk Property – 37.92% (\$486,057)
 - Workers' Compensation – 6.23% (\$50,909)
 - General Liability – 10.22% (\$219,461)
 - W/C Self-Insurer Funds – 25% (\$20,000)

- **Lauterbach & Amen Bank Reconciliation Training.** Nicole from L&A was on-site training myself on doing Bank Reconciliations within BS&A software to get caught up. I will then train Brett on doing these going forward.

Conferences/Trainings/Seminars:

Anti-Harassment Training. The Village held the annual required Anti-Harassment Training for all Village Staff. It was held on November 30, 2021 at 1pm at Village Hall and 2:30pm at Public Works Garage. All Staff (F/T, P/T and Board) are required to have Anti-Harassment Training annually.



COMMUNITY DEVELOPMENT DEPARTMENT

ACTIVITY REPORT

DECEMBER 2021

To: President Konen and the Board of Trustees

From: Walter Magdziarz, Community Development Director

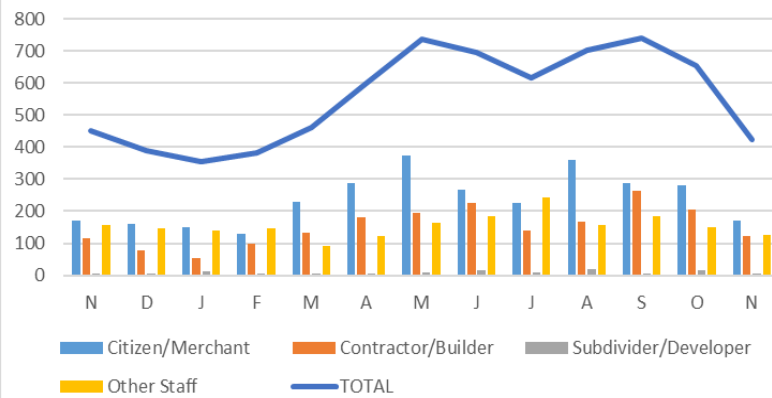
Since our last report, Community Development Department has been involved with the following activities:

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

	2021		2020	
	November	FYTD	November	FYTD
TOTAL PERMITS	38	446	33	377
Residential	0	3	0	10
Commercial	0	0	0	0
All Other Construction	38	442	33	367
CONSTRUCTION VALUE	\$ 475,096	\$ 12,434,294	\$ 505,637	\$ 6,754,290
TOTAL NUMBER OF INSPECTIONS	112	1,223	93	1,385
Property Maintenance	0	285	2	413
MOWING ORDERS	0	76	0	44
Signs removed	1	122	2	121
COMPLETION CERTIFICATES ISSUED	0	11	2	19
PLAN REVIEWS	47	635	46	582
Zoning	9	189	13	205
Building	38	446	33	377
COMPLAINTS	0	46	5	86
Verified	0	44	5	85
Corrected	0	44	5	84
REQUESTS FOR INFORMATION	424	4,568	451	4,099
Residents/Merchants	171	1,964	172	1,830
Builder/Contractor	124	1,315	115	1,116
Subdivider/Developer	4	80	6	34
Other Village staff	125	1,209	158	1,119
FOIA Requests	1	12	3	13
Miles Driven	472	6,209	354	7,554

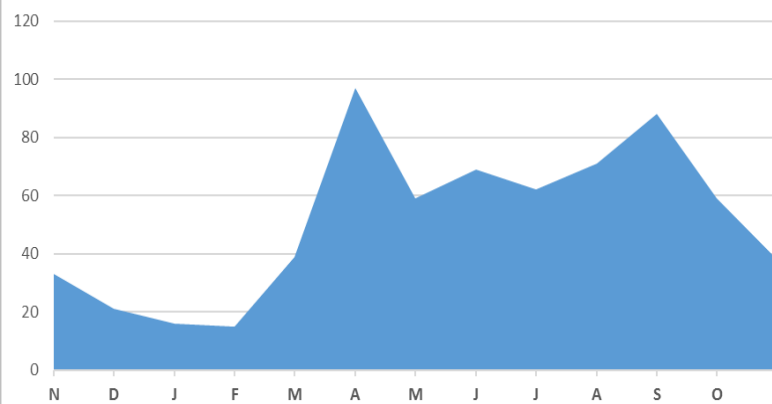
REQUESTS FOR INFORMATION

(November 2020 thru November 2021)



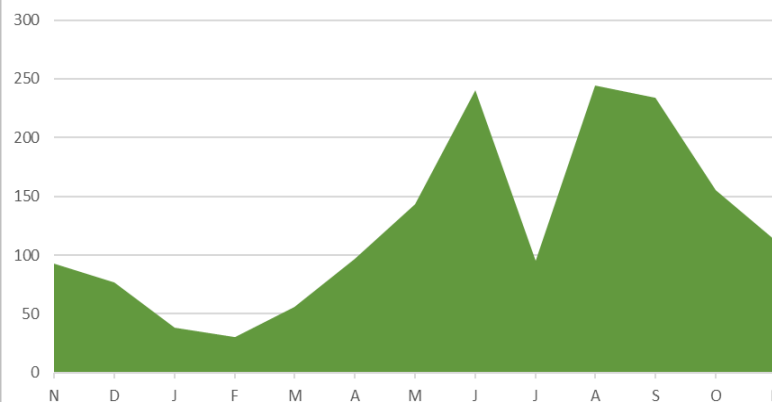
TOTAL PERMITS ISSUED

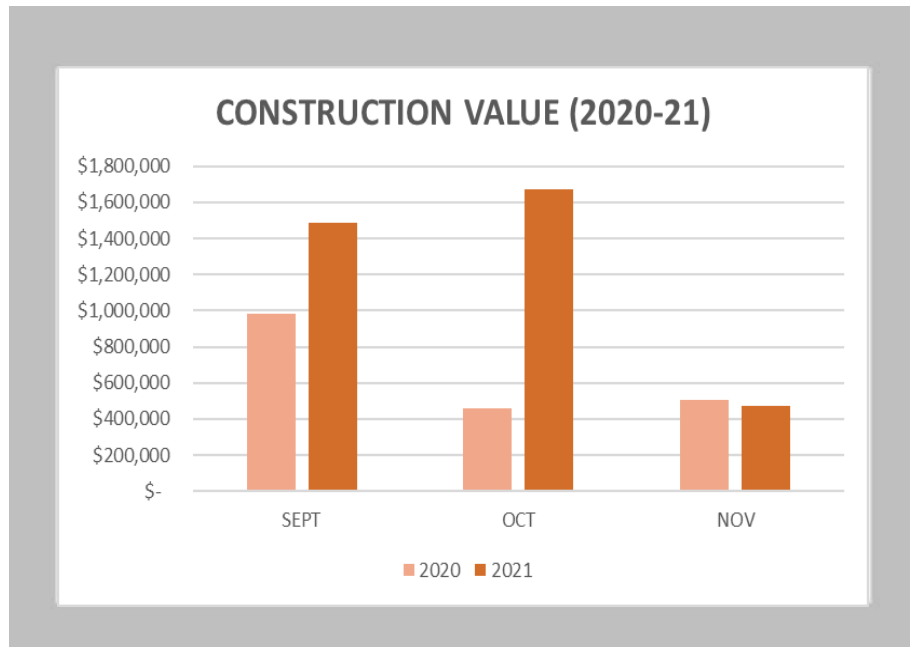
(November 2020 thru November 2021)



NUMBER OF INSPECTIONS

(November 2020 thru November 2021)





Activity highlights.

Planning & Zoning

- Prepared agenda material and attended Village Board meetings
- Responded to developer inquiry concerning property at Bliss Road and Denny Road
- Meeting with developer concerning amending an annexation agreement
- Participated in Kane County Development Department staff meeting concerning development/land use on property on Camp Dean Road
- Consultations with vendors concerning plotter/scanner purchase/lease
- Continue working on Annexation Agreement Amendment and PUD Ordinance for Prairie Grove Commons, off-site easements, IL 47 access application

Building

- Coordinating completion of site as-built punch list items at Prairie Pointe
- Coordinating punch list items in anticipation of final occupancy inspection at Deep Coat, 470 Heartland Drive

Economic Development

- Meeting with developer concerning possible economic development incentives for a commercial development
- Prepared agenda material and attended EDC meeting
- Responded to request for information by developer interested in location for an industrial repair facility
- Responded to TIF benefits request from Deep Coat
- Shared information with Next Site concerning contacts and property development information

- Participated in ED Director interview

Property Maintenance/Code Enforcement

- Prepared five cases for adjudication, all involving contractors dumping construction material in the street and conducting work without permits
- Bliss Creek outdoor illumination partially corrected, continue working with property owner to correct remaining lights
- Responded to complaint about Grove Farms' IDOT tourism signs
- Received written authorization from IDOT for 6 Main Street Special Use Permit and zoning variation applications
- Removed 1 sign from right-of-way



POLICE DEPARTMENT STAFF REPORT

TO: PRESIDENT & BOARD OF TRUSTEES
FROM: PAT ROLLINS, CHIEF OF POLICE
DATE: DECEMBER 17, 2021

Significant Police Events

- None.

Conferences / Training / Seminars

- Police Law Institute monthly computerized training for December covers the following topics: Officer Wellness (physical conditioning, improving physical well-being, and getting into shape).
- Officers are wrapping up 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 for a few who missed the initial training is occurring in December. In-Service training consisting of covering our policies, taking a written exam, and performing proficiency with the deployment of the devices occurred.
- Officers participated in their annual range qualification for those who desire to carry secondary weapons while on-duty or other compact weapons while off duty. The officers utilized the North Aurora range on December 15.

Administrative

- December 6, Department Heads, Village Attorney, and the Village Administrator participated in a regular schedule attorney meeting.
- Chief Rollins participated in a police operation meeting held at Tri-Com on December 7.
- On December 8, Chief Rollins participated in a virtual weekly staff meeting with Department Head Members and Alison updating each other on village initiatives and projects.
- December 10, police department members participated in the Village Holiday luncheon and gathering over at Public Works.

- Chief Rollins participated in a walk around the Village Hall/PD grounds with Brad and Brian from PW, along with a fence contractor. Brad is taking the lead on obtaining quotes for fencing in the back area of the building.
- On December 15, 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 virtual Executive Board Meeting for the Illinois Chiefs of Police Association on December 15.
- December 15, the Board of Police Commissioners held their monthly schedule meeting. The Commissioners discussed the normal business items and worked on the oral interview dates and times for prospective police officer candidates. 18 candidates took the written exam last week, with all of them passing. The Board of Police Commission will be meeting on January 13, 14, and 15th to conduct the oral interviews. (Six interviews per day)
- December 16, Department Heads and the Village Administrator met virtually with President Konen as part of our on-going weekly collaboration.
- Chief Rollins participated in a monthly statewide intelligence meeting on December 16. One item of public topics discussed was the nation-wide Social Media postings surrounding school threats that were to occur on December 17. There are no known threats in Illinois at the time of reporting surrounding the fueled concerns. Sugar Grove officer's presence at and around the schools will continue to be visible as part of our daily operations.

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.
- Speed Trailer –will be stored in-doors for a couple of months to protect it from the winter elements in order to prolong its useful life.
- Speed Radar Pole Signs:
 Unit # 1 being stored in-doors during the next couple of months to prolong its useful life.

 Unit # 2 being stored in-doors during the next couple of months to prolong its useful life.

Emergency Preparedness:

- Emergency Warning Sirens monthly and weekly testing continue. The monthly audible test occurred on December 1, 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 16, 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 December 6, 2021 Public Works staff attended the monthly Public Works Safety Committee Meeting, chainsaw safety and personal protective equipment were the topics of discussion.

On December 8, 2021 Brad Merkel attended a webinar on New Water Tank Construction hosted by Maquire Iron, the webinar covered the process from concept to completion.

On December 10, 2021 Public Works hosted the Annual Village Holiday Party, the party was a huge success!

On December 14, 2021 I attended a virtual meeting with representatives of PGC to to discuss IDOT access. There are access issues that still need to be resolved.

On December 16, 2021 Brad, Chris, Al and I attended the Kane County Water Association's Annual Meeting and Water Taste Test. Eight communities from Kane County entered the competition. We did not win this year.

Fays Lane & Whispering Oaks Water Main Replacement Project:

Staff has been working with EEL 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:

This Project has been completed.

Public Works Field Operations:

Staff is gearing up to start Parkway Tree Trimming beginning with Windsor West and then moving into the East/West side of town as well as Chelsea Meadows.

Staff completed a late fall clean-up of all Village Properties.

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 91 street lights in the month of December.

	Current FY November - 21	Previous FY November - 20	Current Fiscal YTD	Previous Fiscal YTD
JULIE Tickets	89	112	2532	6757
Total Distribution Pumpage (1,000 gallons)	23MG	22MG	258MG	200MG
Average Daily Pumpage (1,000 gallons)	.73MG	.67MG	.82MG	.84MG