



ADMINISTRATION DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees
FROM: Brent Eichelberger, Village Administrator
DATE: December 21, 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. I spoke with a potential candidate last week. We will repost in January if necessary.

Holiday Drawing Contest – The Admin/Finance staff held the 2nd Annual Holiday Drawing Contest for children ages 12 and under. Thirteen children submitted drawings. Winners and runners-up received gift cards to Culver's and their art was posted to Facebook.

Website – Information regarding Christmas Tree Collection was posted to the website. The Village website refresh is now in the final review and testing phase. Staff is working with the consultant to complete this process.

Social Media – Twenty Facebook posts were published in the past two weeks including Village Board Agenda, Village Offices Closes for Christmas and New Year Holidays, Nixle Sign-Up Reminder, Drive Sober During the Holidays, Christmas Tree Collection HHW and Electronic Waste Collection Sign-up, US Weather Service Chicago link – Winter Weather Advisory. The 2nd Annual Holiday Drawing Contest artwork posts were very popular.

Village YouTube Channel – The audio recording of the December 21st 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 30, 2021

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

Tasks/Updates:

- **American Rescue Plan.** The Treasury has released the portal for reporting requirements. The deadline for the first report is April 30, 2022, covering expenses from March 3, 2021 – March 31, 2022.
- **FY22-23 Budget.** Department Heads have begun the FY22-23 budget process. First drafts of the General Fund is due to myself on January 14, 2022.
- **Police Pension Fund.** Notification was received from the Consolidation Fund for the Police Pension, funds are scheduled to be transferred downstate on March 1, 2022.
- **Body Worn Camera Grant.** Back in August, with the help of Chief Rollins, I applied for the Body-Worn Camera microgrant at the Boards direction. This was applied for in place of the larger body-worn camera federal grant, this microgrant was directed towards Police Departments with less than 50 sworn officers. We received notification on December 29, 2021 that we have been moved to the “Award Phase” of the process out of over 1,000 applicants. There is administrative paperwork to complete by January 31, 2022 before they will notify us if we have received a final grant award. I will update the Board in the future of the status of the grant.

Meetings: None

Conferences/Trainings/Seminars: None

Accounts Receivable through December 31, 2021:

	<u>As of December 31, 2021</u>	<u>As of December 31, 2020</u>
Account Billings:		
<i>Garbage Accounts</i>	3,281	3,288
<i>Water Accounts</i>	4,289	4,297
<i>Sewer Accounts</i>	4,014	4,022
<i>Road Maintenance</i>	3,463	3,470
<i>ACH Customers</i>	1,018	1,001
Delinquent Accounts:		
<i>1st Step - Late Bills</i>	695	602
<i>2nd Step - Delinquent Notice Sent</i>	36	0
<i>3rd Step - Tag Notice</i>	16	2
<i>4th Step- Water Shut-Off</i>	N/A	N/A
<i>Past Due Notices</i>	185	176
Active Payment Plans:	6	8
Outstanding Accounts Receivable:		
<i>Sewer Usage</i>	\$11,195.06	\$16,690.65
<i>Water Usage</i>	(7,311.55)	17,017.96
<i>Sewer Maintenance</i>	7,085.88	8,978.96
<i>Water Maintenance</i>	8,957.76	11,478.70
<i>Garbage</i>	5,784.47	7,305.53
<i>Discount</i>	(8.00)	-
<i>NSF Fee</i>	140.00	70.00
<i>Shut-Off Fee</i>	0.00	140.00
<i>Road Maintenance Fee</i>	2,189.43	2,682.56
<i>Tag Fee</i>	455.00	261.72
<i>Copper & Lead Sampling</i>	(20.00)	-
<i>Construction Charge</i>	-	137.50
<i>Lien Fees</i>	-	-
<i>Hydrant Fees</i>	-	5.00
<i>After Hours Turn on Fee</i>	75.00	-
<u>Total Accounts Receivable</u>	<u>\$28,543.05</u>	<u>\$64,768.58</u>



COMMUNITY DEVELOPMENT DEPARTMENT
ACTIVITY REPORT
JANUARY 2022

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 & Zoning

- Prepared agenda material and attended Village Board meeting
- Working on code maintenance; preparing amendments
- Continue to review and revise Annexation Agreement and PUD ordinance for Prairie Grove Commons

Building

- Punch list work continues at Deep Coat; waiting for tenant to complete installation of process equipment in order to begin final occupancy inspections
- Consulting with several homeowners concerning questionable practices by contractors
- Working on closing open files



POLICE DEPARTMENT STAFF REPORT

TO: PRESIDENT & BOARD OF TRUSTEES
FROM: PAT ROLLINS, CHIEF OF POLICE
DATE: DECEMBER 30, 2021

Significant Police Events

- First snow event of the winter occurred on December 28. Officers were busy during a short period of time when the snow was coming down the hardest. Officers handled six accidents and multiple vehicles that slid off the roadways in the matter of a few hours. A jackknifed semi-truck had all of us tied up for a few hours on RT 56. We utilized the services of Kane County OEM for traffic control assistance.



Conferences / Training / Seminars

- Police Law Institute monthly computerized training for December covered the following topics: Officer Wellness (physical conditioning, improving physical well-being, and getting into shape).
- Officers wrapped up with OC spray in-service annual training occurring on individual shifts during their shifts in November and December. The training consisted of lecture/instruction and hands-on deployment with an inert product. In addition, they reviewed department policies related to OC Spray.

- Annual Taser training for a few who missed the initial training is occurred in December. In-Service training consisted of covering our policies, taking a written exam, and performing proficiency with the deployment of the devices occurred.

Administrative

- On December 28, Chief Rollins participated in a virtual weekly staff meeting with Department Head Members and Alison updating each other on village initiatives and projects.
- December 29th, the Village received information back on the grant applied for Body Worn Cameras, that the Village will be one of the recipients of the grant.
- December 30, Department Heads 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.
- 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 continues. Functioning properly as of December 27 last weekly test.

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 29, 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:

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.

Public Works Field Operations:

Staff has been Parkway Tree Trimming in Windsor West.

Staff distributed monthly shut-off notices to delinquent accounts.

Staff completed a total of 167 JULIE tickets in the month of December.

Staff has repaired or replaced a total of 96 street lights in the month of December.

The first Snow and Ice Control event occurred on December 28, 2021.

SNOW & ICE CONTROL TOTALS:

Date:	Total Snow Fall	Total Miles Driven	Tons of Salt Used
12/28/2021	2.5"	737	40

Village of Sugar Grove Initiative Update December 30, 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 Completed
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 has followed up with MCCi to confirm the August quote and to move forward with the project at this time following direction from the Board during the December 7, 2021 the mid-year budget discussion.
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. Steering Committee appointed. Outreach strategy to be implemented by consultant
CD3	Utilize Next Site - AP5	\$ -	Host a workshop with entrepreneurs & existing businesses to present market research opportunity.	Meeting held October 13, 2021. - Initiative Completed.
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.	
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.	

Village of Sugar Grove Initiative Update December 30, 2021

Initiative		Estimated Cost	FY 21-22 Departmental Measurable Objective	Update
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.	Notice was received on December 29, 2021 the Village was awarded the grant to move to the "Award Phase" out of over 1,000 applicants. We have administrative paperwork to do before they will notify us if we have fully received the Grant.
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 from the promotion of Officer Alcaraz to Sergeant Alcaraz on November 2, 2021. Officer Written exam took place on December 7 through the December 9th. 18 Candidates passed the written exam and are scheduled for Oral interviews on January 13-15, 2022.
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 30, 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. 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.
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.