



ADMINISTRATION DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees
FROM: Brent Eichelberger, Village Administrator
DATE: January 14, 2022

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 – President Konen, Director Magdziarz and I conducted an interview on January 13. The job has been reposted to various websites.

State of the Village – On Tuesday, January 11, 2022, President Konen presented the State of the Village at the Library. A recording of the presentation is now available on the Village YouTube Channel.

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 – Fourteen Facebook posts were published in the past two weeks including Village Board Agenda, Village Offices Closes Martin Luther King, Jr. Day, US Weather Service Chicago link – Winter Weather Advisory, Fatal Traffic Accident Notice, Kane County Recycles Guide, Direct Debit Sign-Up Reminder, Protect Your Pets This Winter, Christmas Tree Collection, Tri-Com Dispatch link – AT&T Outage, Plan Commission Meeting Canceled, State of the Village Recording Available On YouTube. Over 2,200 people were reached by the Snow Parking Ban post.

Village YouTube Channel –The audio recording of the January 4th Village Board Meeting was uploaded to the site.



FINANCE DEPARTMENT STAFF REPORT

TO: Village President & Board of Trustees
FROM: Matt Anastasia, Finance Director
DATE: January 14, 2022

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

Tasks/Updates:

- **Body Worn Camera Grant.** The administrative paperwork to complete by January 31, 2022 has been submitted back to the DOJ on January 10, 2022.
- **FY22-23 Budget.** First draft of the General Fund budget was due on January 14, 2022. This officially kicks off the budget season. The remainder of all the funds are due on January 27, 2022.

Meetings: N/A

Conferences/Trainings/Seminars:

- **IMRF Authorized Agent Webinar Series – Part 1.** I attended part 1 of the IMRF Authorized Agent Webinar series for 2022. This is an annual requirement to re-certify as the Village's Authorized Agent.
- **ARPA SLFRF Treasury Webinar.** I attended a webinar regarding the Final Rule from the Treasury regarding uses of ARPA Funds. The Treasury released the final rule January 6, 2022. The Final Rule is effective April 1, 2022, however, if funds were used prior to April 1, 2022 the Treasury will not take any action on those municipalities as long as they align with the Final Rule. The Final Rule will be discussed at the February 1, 2022 Board meeting.



COMMUNITY DEVELOPMENT DEPARTMENT

ACTIVITY REPORT

JANUARY 2022

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

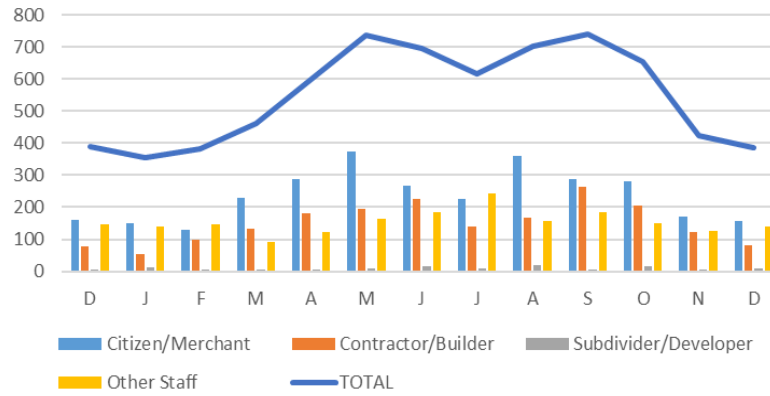
Since our last report, Community Development Department has been involved with the following activities:

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

	2021		2020	
	December	FYTD	December	FYTD
TOTAL PERMITS	20	466	21	398
Residential	0	3	0	10
Commercial	0	1	0	0
All Other Construction	20	462	21	388
CONSTRUCTION VALUE	\$ 322,994	\$ 12,757,288	\$ 248,614	\$ 7,002,904
TOTAL NUMBER OF INSPECTIONS	65	1,288	77	1,462
Property Maintenance	0	285	0	413
MOWING ORDERS	0	76	0	44
Signs removed	0	153	2	123
COMPLETION CERTIFICATES ISSUED	1	12	5	24
PLAN REVIEWS	25	660	34	616
Zoning	5	134	13	228
Building	20	466	21	388
COMPLAINTS	2	48	6	92
Verified	2	48	6	91
Corrected	2	48	6	90
REQUESTS FOR INFORMATION	424	4,952	390	4,489
Residents/Merchants	171	2,122	159	1,989
Builder/Contractor	124	1,395	78	1,194
Subdivider/Developer	4	88	6	40
Other Village staff	125	1,347	147	1,266
FOIA Requests	1	14	0	13
Miles Driven	472	7,160	418	7,556

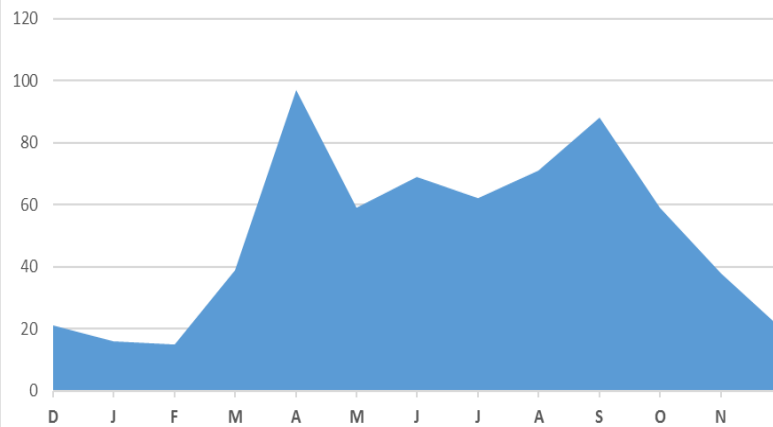
REQUESTS FOR INFORMATION

(December 2020 thru December 2021)



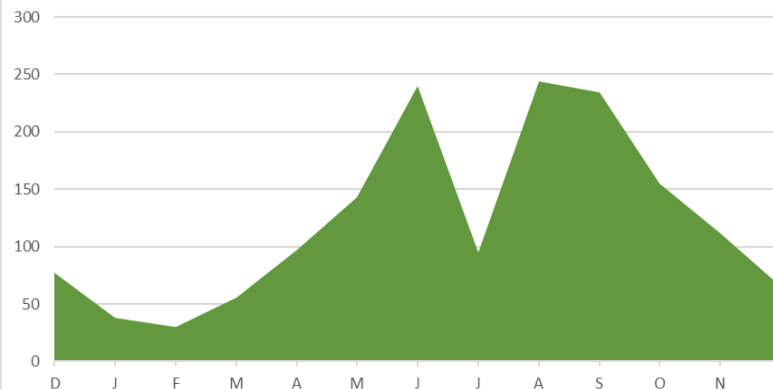
TOTAL PERMITS ISSUED

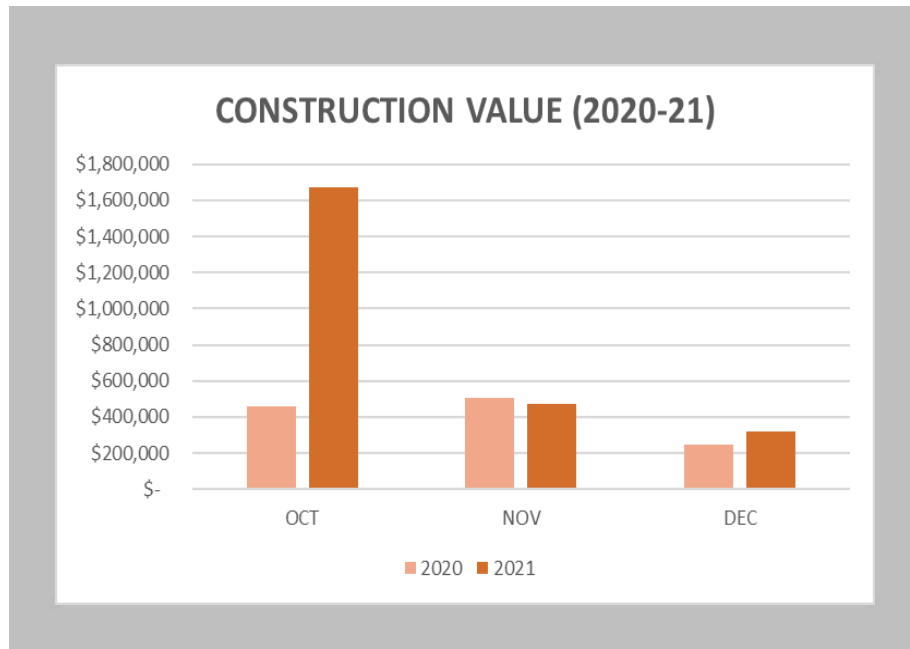
(December 2020 thru December 2021)



NUMBER OF INSPECTIONS

(December 2020 thru December 2021)





Activity highlights.

Planning & Zoning

- Worked on draft FY23 budget
- Prepared agenda material and attended Village Board meeting
- Meeting with property owner for possible development
- Consulted with party interested in developing tract of land on Denny Road
- Consulted with business interested in occupying space on Heartland Drive
- Took delivery of large format plotter/scanner

Building

- Continue working on resolution of grading issue on certain lots in Settlers Ridge with Ryan Homes
- Issued final occupancy for Deep Coat

Economic Development

- Interview with Economic Development Director candidate

Property Maintenance/Code Enforcement

- Continued adjudication hearing for one active case

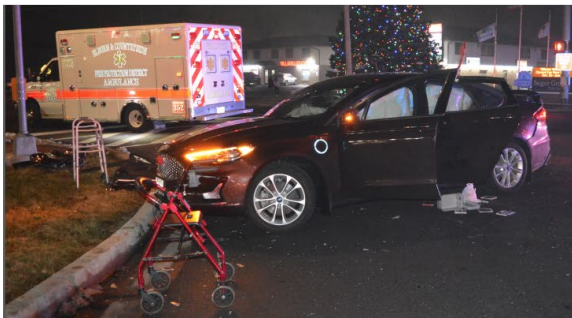


POLICE DEPARTMENT STAFF REPORT

TO: PRESIDENT & BOARD OF TRUSTEES
FROM: PAT ROLLINS, CHIEF OF POLICE
DATE: JANUARY 14, 2022

Significant Police Events

- Fatal Accident at Cross St. and Sugar Grove Parkway occurred on December 31, 2021. A 76-year-old passenger from Montgomery died as the vehicle she was riding in turned left in front of an on-coming vehicle. The accident is still under investigation.



- Sgt. Kurzawa's traffic stop on an 18-year-old, Sugar Grove resident resulted in multiple charges, including aggravated possession of a firearm on January 11. A loaded handgun was found during the stop.
- AT&T fiber service went down on Tuesday, January 11 after 3:45pm due to a contractor hitting the fiber line off Peck Rd that affected multiple communities and businesses. The village IP phones and outside connection via the internet were affected and limited our abilities to provide full service to the community. Landline phones through AT&T were down as well for direct dialing 911. Nixle messages were sent out with the 10-digit number to call for emergency, along with posting on the Village website and Social Media pages. Service was restored approximately 28 hours later. Staff is moving forward with building a redundancy in the technology system to better operate when these types of events occur in the future.

Conferences / Training / Seminars

- Police Law Institute monthly computerized training for January covers the following topics: new Illinois Laws that went into effect on January 1, 2022.
- Sgt. Alcaraz completed his rotational shift on-boarding, while working all three shifts the past couple of months. As of January 10, he was assigned to oversee the midnight shift. He will continue to receive in-service training and specialized training through NEMRT and other training sources. Sgt. Kurzawa moved shifts from Midnights to Day Shift, as of January 10, 2022. Sgt Durham remains as the afternoon shift supervisor.
- Record's Clerk, Pat Smart and Chief Rollins participated in three days of National Incident-Based Reporting System (NIBRS) virtual training, hosted by the Federal Government, January 11-13, 2022. The training was five hours each day.

Administrative

- January 12, Chief Rollins participated in the Executive Board Meeting for Tri-Com on January 12.
- January 12, Chief Rollins participated in a virtual weekly staff meeting with Department Head Members and Alison updating each other on village initiatives and projects.
- January 13, Department Heads met virtually with President Konen as part of our on-going weekly collaboration.
- The Board of Police Commission is conducting oral interviews for police officer on January 13, 14, and 15.
- The Police Department is working on its annual general fund budget for FY22-23.

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 January 10, the 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

January 13, 2022

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 January 6, 2022 Brad Merkel and I attend a Webinar for the KKCOM STP-L Call for Projects Training. Staff is currently in the process of compiling a list of potential submittals. Applications are due in March 2022.

On January 11, 2022 I attended the State of the Village presented by Village President Konen. There were approximately 30 attendees.

Fays Lane & Whispering Oaks Water Main Replacement Project:
Staff has been working with EEI to finalize plans and have the project out to bid in January or February. The IEPA has approved the Construction Permit. This Project is scheduled to be completed in the summer of 2022.

Public Works Field Operations:

Staff completed a total of 64 JULIE tickets to date in the month of January.

Staff has repaired or replaced a total of 6 street lights in the month of January.

SNOW & ICE CONTROL TOTALS:

Date:	Total Snow/Ice Fall:	Total Miles Driven:	Tons of Salt Used
1/8/2022	ICE	642	59
1/9/2022	ICE	115	7.5
Totals	1/8" ICE	757 miles	66.5 Tons

	Current FY December - 21	Previous FY December - 20	Current Fiscal YTD	Previous Fiscal YTD
JULIE Tickets	96	96	6942	6846
Total Distribution Pumpage (1,000 gallons)	22MG	23MG	245MG	242MG
Average Daily Pumpage (1,000 gallons)	.68MG	.71MG	.74MG	.78MG