



## ADMINISTRATION DEPARTMENT STAFF REPORT

**TO:** Village President and Board of Trustees  
**FROM:** Brent Eichelberger, Village Administrator  
**DATE:** January 28, 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** – Two candidates met with the EDC on the 28<sup>th</sup>. A determination will be made as to whether to recommend one or both for further consideration. In the meantime, applications are still being accepted.

**Big Rock Boundary Agreement** – Big Rock approved the agreement this week. Staff will coordinate signatures and record it.

**MWCOG** – The monthly meeting discussion focused on efforts to get the LGDF municipal share raised to 8% as part of the ongoing attempts to restore it to its original 10%. A final decision on whether or not the March 23-24 Legislative Drive Down to Springfield will take place given COVID is expected early March.

**140/160 Potential Sale** – The required appraisal has been ordered. It is expected to take four weeks.

**HF Top Soil Stockpile** – Staff continues to pursue an amendment to the agreement with Badge 323 to facilitate using FILOD fees to complete the restoration. If that is not achieved soon, a unilateral change to the FILOD fee and permit fees will need to be considered in order to get site work contracts approved for work to take place in the Spring.

**Village Hall Feasibility Report** – The final report has been posted on the Village web site. The effort was successful in determining the appropriate size for a new VH (10,000 – 12,000 s.f.), and an estimated cost (\$5.8 - \$6.3M plus site acquisition). CC&A also provided concept plans showing how a Village Hall could be located in a Town Center at various sites.

**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** – Ten Facebook posts were published in the past two weeks including Village Board Agenda, Village Offices Closes Martin Luther King, Jr. Day, CDC link – Home Radon Safety, Police Commission Agenda, Snow Parking Ban, Kane County Warming Centers, Comp Plan Steering Committee Meeting Notice, Nixle Sign-up Reminder. Over 2,100 people were reached by a link to the Illinois Department of Public Health regarding face masks.

**Village YouTube Channel** – The audio recording of the January 18<sup>th</sup> 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 28, 2022

---

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

### Tasks/Updates:

- **American Rescue Plan.** The Treasury has released the Final Rule for guidance on eligible uses, this is to be discussed at the February 1, 2022 Board meeting.
- **FY22-23 Budget.** Internal Staff meetings have begun, going over each department FY22-23 budget requests.
- **TIF #1 & TIF #2 Surplus.** The checks were distributed in the mail by Kane County on January 14, 2022 to all the taxing districts.

### Meetings:

- **Police Pension Fund Meeting.** There was a lengthy discussion on the consolidation and the transfer of funds to the downstate pension funds. Sugar Grove has received their notice of transfer of funds for March 1, 2022. The designated signatories were appointed at the meeting, Kurtis Gilkey and myself are signatories.
- **Solar Energy – Progressive Business Solutions.** I had a meeting with Progressive Business Solutions to discuss the possibility of Solar Energy on the Village-owned Lift Stations and Wells. The Village is currently under contract with MC<sup>2</sup> through May 2023 for electrical aggregation. This option will be researched further to see if this is viable for the Village, as well as the cost analysis.

### Conferences/Trainings/Seminars:

- **SRT – Body-Worn Camera Grant Webinar by the Bureau of Justice Assistance.** The Village has been awarded the SRT Body Worn Camera Micro-Grant through the Bureau of Justice Assistance! There were 1,151 Completed Applications, 966 submitted for the Grant, and 258 Awarded. The Village was 1 of 11 communities in Illinois who received

this micro-grant. We should receive our contract after their review in early February 2022.

The webinar covered an introduction awardes and others on a wait list (708 applicants). It was an overview discussion of the program and logistics of the grant.

**Accounts Receivable through January 31, 2022:**

	<b><u>As of January 31, 2022</u></b>	<b><u>As of January 31, 2021</u></b>
<b>Account Billings:</b>		
<i>Garbage Accounts</i>	3,295	3,293
<i>Water Accounts</i>	4,301	4,302
<i>Sewer Accounts</i>	4,026	4,027
<i>Road Maintenance</i>	3,474	3,475
<i>ACH Customers</i>	1,018	673
<b>Delinquent Accounts:</b>		
<i>1st Step - Late Bills</i>	609	548
<i>2nd Step - Delinquent Notice Sent</i>	36	47
<i>3rd Step - Tag Notice</i>	23	22
<i>4th Step- Water Shut-Off</i>	6	2
<i>Past Due Notices</i>	217	189
<b>Active Payment Plans:</b>	6	5
<b>Outstanding Accounts Receivable:</b>		
<i>Sewer Usage</i>	\$9,926.77	\$9,999.76
<i>Water Usage</i>	(6,324.99)	9,953.30
<i>Sewer Maintenance</i>	6,305.22	6,358.69
<i>Water Maintenance</i>	8,440.31	8,364.05
<i>Garbage</i>	4,734.46	4,556.69
<i>Discount</i>	(10.00)	-
<i>NSF Fee</i>	35.00	35.00
<i>Shut-Off Fee</i>	105.00	105.00
<i>Road Maintenance Fee</i>	1,885.18	1,725.91
<i>Tag Fee</i>	172.09	156.72
<i>Copper &amp; Lead Sampling</i>	(20.00)	-
<i>Construction Charge</i>	25.00	-
<i>Lien Fees</i>	-	-
<i>Hydrant Fees</i>	\$1,915.31	30.25
<i>After Hours Turn on Fee</i>	-	-
<b><u>Total Accounts Receivable</u></b>	<b><u>\$27,189.35</u></b>	<b><u>\$41,285.37</u></b>



## **COMMUNITY DEVELOPMENT DEPARTMENT**

# **ACTIVITY REPORT**

### **FEBRUARY 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 draft Annexation Agreement amendment and PUD ordinance for Prairie Grove Commons
- Met with landowner to discuss development opportunities
- Preparation for Comprehensive Plan Steering Committee kick-off meeting

##### **Building**

- Coordinated response with Fire Protection District to industrial malfunction at Finishes Unlimited
- Continued to consult with homeowner concerning questionable practices by contractor
- Obtained plan from Ryan Homes for correcting grading issue at model home
- Working on closing open files

##### **Economic Development**

- Responded to request for information concerning available property on Heartland Drive
- Participated in Economic Development Director interviews
- Prepared agenda material and attended Economic Development Corporation meeting



## **POLICE DEPARTMENT STAFF REPORT**

**TO:** PRESIDENT & BOARD OF TRUSTEES  
**FROM:** PAT ROLLINS, CHIEF OF POLICE  
**DATE:** JANUARY 28, 2022

### **Significant Police Events**

- Fatal Accident at Cross St. and Sugar Grove Parkway occurred on December 31, 2021 investigation is still on-going
- Death Investigation of a 46-year-old resident on January 23 from the 200 block of W. Park. Awaiting autopsy results.
- January 25, subjects seen on video in the 100 block of Jones Rd. entering an unlocked vehicle parked on the driveway around 6:30am. Subjects were scared off by owner and drive away in a jeep waiting for them at the end of the driveway. One subject in the video appears to be armed with a handgun.

### **Conferences / Training / Seminars**

- Police Law Institute monthly computerized training for January covered the following topics: new Illinois Laws that went into effect on January 1, 2022.
- Officers participated in range drills on January 19 at the North Aurora Police Department.

### **Administrative**

- January 17, Chief Rollins participated in a national executive conference call regarding the Congregation Beth Israel Hostage Incident that took place over the weekend.
- January 18, Department Heads, Village Attorney, and the Village Administrator participated in a regular schedule attorney meeting.
- January 19, Chief Rollins participated in a virtual weekly staff meeting with Department Head Members and Alison updating each other on village initiatives and projects.

- The Board of Police Commission hosted their monthly meeting on January 19. The Police Commissioners approved the police officer initial eligibility list at this meeting.
- January 20, Officer Hanold and Chief Rollins virtually attended the Kane County Chiefs of Police monthly meeting.
- Chief Rollins participated in the Kane County ETSB meeting on January 20 held at the Batavia Fire Station.
- Department Heads, Village Administrator and Alison participated in the first round of budget review for FY 22-23 on January 25 in the Board Room.
- January 26, 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 virtually in a Statewide Intelligence monthly meeting on January 27.

### **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 17, the last weekly test.
- A replacement computer that controls the Village's emergency warning sirens is being built as the existing device is over 10 years old.

### **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 27, 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 20, 2022 Brad Merkel and I attended the KKCOM Transportation Policy Committee Zoom Meeting. The agenda included the following: STP-L Project Status Updates, IDOT and CMAP Updates.

On January 25, 2022 Brad Merkel and I attended the Staff Budget Meeting.

On January 27, 2022 Brad Merkel and I attended the Final Sugar Grove ERP Steering Committee meeting with representatives from EEI. This project is nearing completion.

On January 28, 2022 Brad Merkel and I meet with EEI to review the IDOT Comments and draft a response.

On January 28, 2022 Brad Merkel and I along with Brent and Matt, met with EEI to review our STP Program and determine our draft projects.

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 88 JULIE tickets in the month of January.

Staff has repaired or replaced a total of 24 street lights in the month of January.

SNOW & ICE CONTROL TOTALS:

Date: Total Snow/Ice Fall: Total Miles Driven: Tons of Salt Used

1/23/2022

3"

737

97



1/24/2022	2"	534	80
1/25/2022	Drifting	89	
<b>Totals</b>	<b>5"</b>	<b>1360 miles</b>	<b>177 Tons</b>

## Village of Sugar Grove Initiative Update January 28, 2022

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.	The Village received the final VH Space Needs Analysis report the week of January 17, 2022. - <b>Initiative Completed.</b>
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 Village of Big Rock approved the Boundary Agreement at their January 25, 2022 meeting. The document will be recorded when all signatures are completed.
A4	Update Village Ethics Ordinance	\$ 500	VB approved Ordinance.	The Board approved amendments to the Ethics Ordinance at the November 16, 2021 Board Meeting. - <b>Initiative Completed</b>
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. - <b>Initiative Completed</b>
A7	Initiate Electronic Filing System - AP4(Fin)	\$ 11,430	Implementation of Basic Records Management module.	A services agreement has been signed by the Village and MCCi. A kick-off meeting will be scheduled once the MCCi team is determined.
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. - <b>Initiative Completed</b>
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. - <b>Initiative Completed.</b>
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 January 28, 2022

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.	Brett has trained on Utility Billing and has been completing the job for the past 3 months alone. Myself and Brett are going to begin to discuss the filling of the vacant P/T Utility Billing Clerk Position.
F2	Develop New Village Facility Funding Options - AP2	\$ -	Present multiple options to VB and update as needed.	Funding sources have been identified and relayed to the Board. Additional on-going revenues from Sales Tax and Income Tax have been determined as enough to Fund the debt service payments needed for the General Fund.
F7	Seek Police Body Cam Grant	\$ 22,000	Apply for grant, budget for implementation by 2025 deadline.	The Village has received the SRT Body Worn Camera Grant from the BJA. The contract for the grant will be sent to awardees in early February 2022. The Village received \$22,000 for 22 Body-Worn Cameras.
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 took place on January 13-15, 2022. Initial Police Officer Eligibility List was created and posted on January 19. Candidates have 10 days to submitt Preference Points. Anticipated Final List to be posted at the February Special Meeting.
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.	

## Village of Sugar Grove Initiative Update January 28, 2022

Initiative		Estimated Cost	FY 21-22 Departmental Measurable Objective	Update
PD5	Enhance Investigative Services - AP3	\$ -	Provide VA with summarized monthly crime trend & forecast reports and directed PD response.	Data is being analyzed and being readied for monthly reviews
PD6	ILEAP Certification - AP4	\$ -	Achieve Certification	Compiling proofs for each Standard review for the on-site is underway. Time Sensitive Reports are being updated and being prepared for the Mock and eventually the on-site by the accessors.
PD7	Enhanced Staff Culture & Training - AP5	\$ -	Create written training plan for all PD employees.	Draft TrainingPlan is being developed per roles within the department.
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. Review current IDOT Comments and draft a response with EEI on 01/28/2022.
PW3	CMAAP 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. <b>This project is complete.</b>
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. IEPA Construction Permit was received 01/25/2022. This is only 1 step of the process.
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. <b>This project is complete.</b>

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