



ADMINISTRATION DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees
FROM: Brent Eichelberger, Village Administrator
DATE: February 11, 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 additional candidates were interviewed this week. A finalist list has been created and the Board will be briefed to determine who they want to meet with.

Big Rock Boundary Agreement – The boundary agreement has been signed by both parties and sent to the County for recording.

HF Top Soil Stockpile – A draft agreement with Badge 323 to facilitate using FILOD fees to complete the restoration is on the February 15th Board agenda for discussion. If all goes according to plan, restoration and the Village's role will be completed this Spring.

Fox Metro – A meeting was held to introduce President Konen to the Fox Metro Board Member for our area and the District Manager and Assistant Manager. Fox Metro provided an overview of their history and current operations with an emphasis on Sugar Grove, as well as growth potential.

Settlers Ridge – Ryan Homes has reported that initial sales in Settlers Ridge are positive. A meeting was held to discuss possibilities for continuing to another platted phase with approximately 82 lots.

BEI-Jagiello Property – A preliminary meeting was held with a party interested in developing the BEI-Jagiello property across from WCC. The property is anticipated to be a mix of light industrial and commercial.

Weidner Property – A potential developer and staff met to discuss the development of the Weidner property on the north side of US 30 across from Village Hall for light industrial uses.

Website – A webpage was created for the 2022 Comprehensive Plan Update Process on the Village website, <https://www.sugargroveil.gov/2022-comprehensive-plan-update-process/>. The page includes background information on the process and links to meeting minutes and recordings, and the project website maintained by the consultant. The link was emailed to e-newsletter subscribers and posted on Facebook. The page will be updated as the project moves forward. The Village website refresh is still in the final review and testing phase. Staff is working with the consultant to complete this process.

Social Media – Nine Facebook posts were published in the past two weeks including Village Board Agenda, Village Offices Closed Presidents’ Day, Comp Plan Steering Committee first meeting recording, KCC links – Recycling Tips, Kane County Unclaimed Property, Extra Police Patrols for Super Bowl Sunday, Groundhog Day in Kane County. Over 1,500 people were reached by a link to the US Weather Service – Chicago post regarding a Winter Weather Advisory.

Village YouTube Channel – The audio recording of the February 1st Village Board Meeting was uploaded to the site as well as the video recording of the first Comprehensive Plan Steering Committee meeting held January 31st.



FINANCE DEPARTMENT STAFF REPORT

TO: Village President & Board of Trustees
FROM: Matt Anastasia, Finance Director
DATE: February 11, 2022

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

Tasks/Updates:

- **FY22-23 Budget.** This has been the bulk of the previous two weeks for myself. The General Fund Budget Workshop #1 is on the agenda to discuss on February 15, 2022. We will then discuss All the Other Funds Budget at Budget Workshop #2 scheduled for the March 1, 2022 Board meeting.

Meetings:

- **Engineering Enterprise FY22-23 Road/Engineering Meeting.** Myself, along with Brad Merkel and Tony Speciale met with Chris Ott and Michele Piotrowski from EEI to go over the FY22-23 Engineering/Construction budgets. This meeting also updated the 5-year rolling Road Program with additional breakdowns of each year's expenses. This will be presented with the Other Funds budget at the March 1, 2022 Board meeting.
- **Staff Brainstorming Session.** Senior Staff met with President Konen to have a brainstorming session on the different projects/plans that are happening within the Village. This was used to get everyone in the same room to talk through things. This was the first time this has been done in a couple years due to COVID.

Conferences/Trainings/Seminars:

- **IMRF Authorized Agent Webinar Series – Part 2.** I attended part 2 of the IMRF Authorized Agent Webinar series for 2022. This is an annual requirement to re-certify as the Village's Authorized Agent.



COMMUNITY DEVELOPMENT DEPARTMENT

ACTIVITY REPORT

FEBRUARY 2022

To: President Konen and the Board of Trustees

From: Walter Magdziarz, Community Development Director

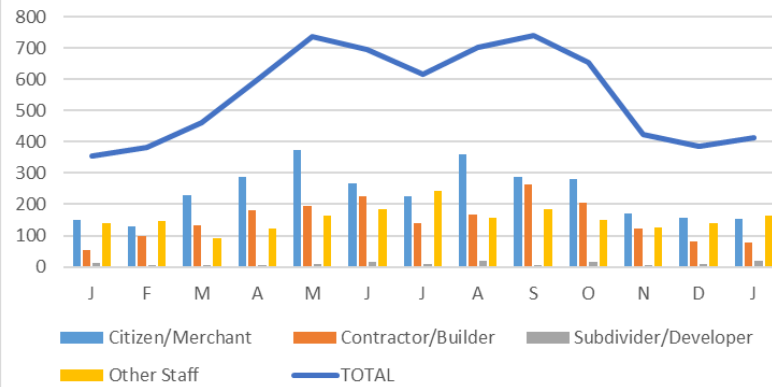
Since our last report, Community Development Department has been involved with the following activities:

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

	2022		2021	
	Janaury	FYTD	Janaury	FYTD
TOTAL PERMITS	17	483	16	414
Residential	0	3	0	10
Commercial	0	1	0	0
All Other Construction	17	479	16	404
CONSTRUCTION VALUE	\$ 446,298	\$ 13,203,586	\$ 175,948	\$ 7,178,852
TOTAL NUMBER OF INSPECTIONS	65	1,288	38	1,500
Property Maintenance	0	285	0	413
MOWING ORDERS	0	76	0	44
Signs removed	0	153	0	123
COMPLETION CERTIFICATES ISSUED	1	12	1	25
PLAN REVIEWS	25	660	22	638
Zoning	5	134	6	224
Building	20	466	16	414
COMPLAINTS	1	49	6	98
Verified	1	49	5	96
Corrected	1	49	3	93
REQUESTS FOR INFORMATION	424	4,952	355	4,844
Residents/Merchants	153	2,122	150	2,139
Builder/Contractor	77	1,395	52	1,246
Subdivider/Developer	20	88	13	53
Other Village staff	164	1,347	140	1,406
FOIA Requests	5	19	2	15
Miles Driven	154	7,314	183	8,155

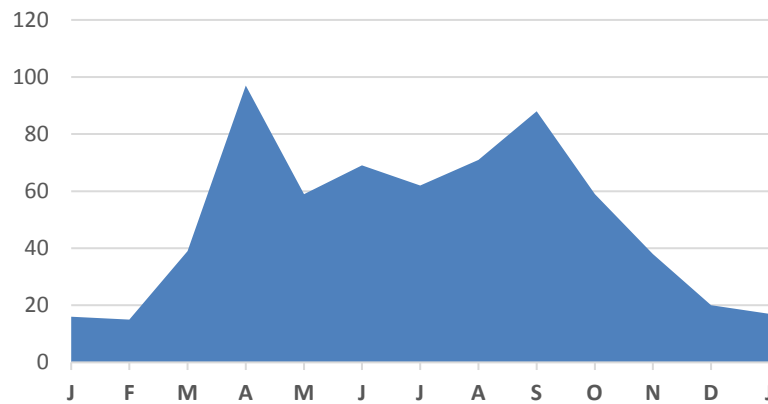
REQUESTS FOR INFORMATION

(January 2021 thru January 2022)



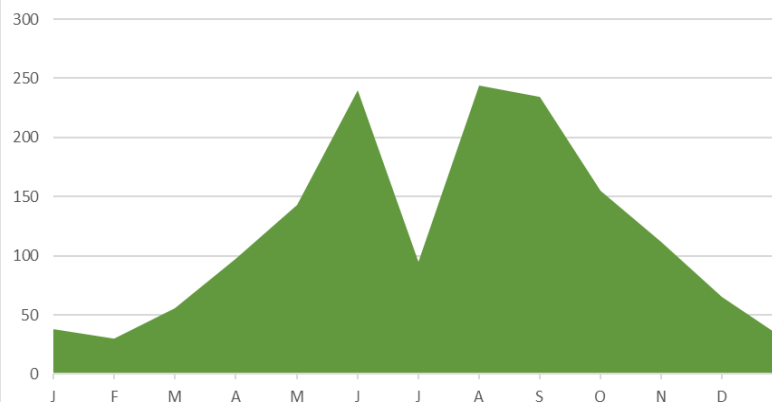
TOTAL PERMITS ISSUED

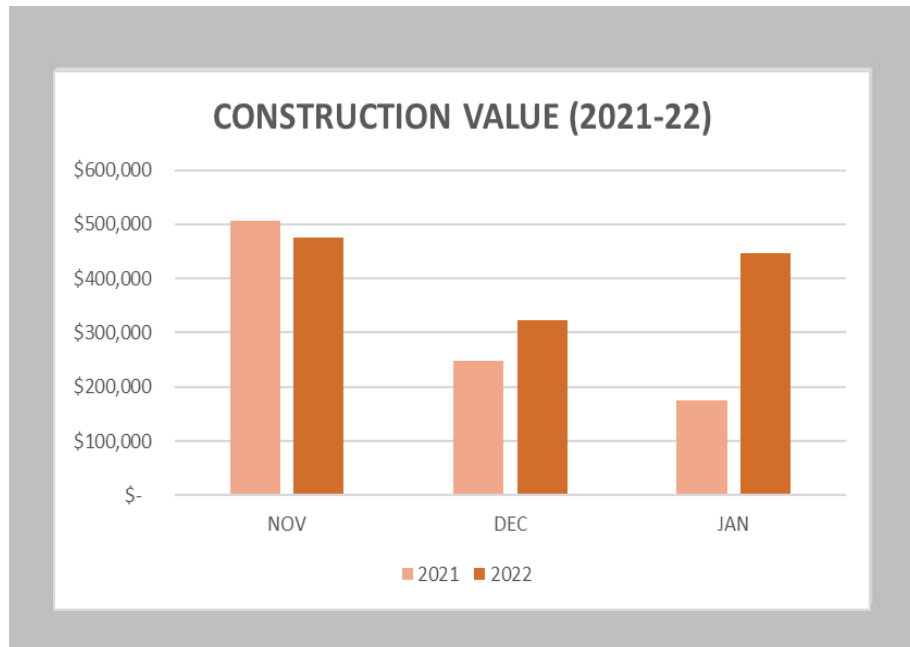
(January 2021 thru January 2022)



NUMBER OF INSPECTIONS

(January 2021 thru January 2022)





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 in Settlers Ridge
- Consulted with business interested in occupying space on Heartland Drive
- Prepared Zoning Ordinance text amendment pertaining to trucking businesses
- Continued work on Prairie Grove Commons documents and plan reviews

Building

- Continue working on resolution of grading issue on certain lots in Settlers Ridge with Ryan Homes

Economic Development

- Interview with several Economic Development Director candidates
- Meeting with industrial developer interested in developing a 500K square foot build-to-suit for a single user

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: FEBRUARY 11, 2022

Significant Police Events

- Fatal Accident at Cross St. and Sugar Grove Parkway occurred on December 31, 2021 investigation is still on-going
- 2nd major Winter Snow Event of the year occurred on February 2. Officers were busy with accidents and vehicles that slid off the roads.
- A Sangamon County Judge's ruling over the past weekend regarding the Governor's Executive Order about school mask mandates caused confusion. As parents gathered, they voiced their concerns towards staff members at the Harter Middle School on February 7. Many school districts across the State are still following the mitigation protocols that were in place prior to the ruling and some parents want them lifted based on the recent judge's ruling. Officers have provided a stepped-up presence at the schools this past week.
- Officers and the Fire Department were dispatched to the 1000 block of Pembridge for a house fire on February 8 around 8:50pm. All occupants made it outside safely. The fire was mostly contained to the attached garage area.

Conferences / Training / Seminars

- Police Law Institute monthly computerized training for February covers the following topics: review of the legal use of force by law enforcement officers while studying Supreme Court decisions along with understanding civil liability claims.
- Officers participated in range drills on January 19 at the North Aurora Police Department.

Administrative

- January 31, Department Heads, Village Attorney, and the Village Administrator participated in a regular schedule attorney meeting.

- February 2, Chief Rollins participated in a virtual weekly staff meeting with Department Head Members and Alison updating each other on village initiatives and projects.
- Monthly Defensive Tactics Training for the department occurred on February 2. Training covered weapon retention and disarming techniques.
- February 3, Department Heads and the Village Administrator met virtually with President Konen as part of our on-going weekly collaboration.
- Department Heads, Village Administrator and Alison participated in the second round of budget review for FY 22-23 on February 3 in the Board Room.
- Chief Rollins attended a joint fire and police operations Tri-Com meeting on February 8 held at the Elburn Countryside Fire Protection District HQ.
- Chief Rollins continues to explore in-car camera systems, since our existing vendor who bought out the product line that we utilize, has previously advised of its end of life on the units. They are selling their own product. On February 8th another vendor was contacted and will be providing additional information back to the PD.
- The Board of Police Commission hosted a special meeting on February 8th. The Police Commissioners approved the police officer final eligibility list at this meeting. The list is good for two years or could be exhausted sooner. There are currently 15 names on the list.
- Chief Rollins met with Finance Director Anastasia and Village Administrator Eichelberger on February 9th to review the police departmental budget for the next fiscal year.
- Chief Rollins participated in a virtual presentation for on-line scheduling product on February 9th.
- Officer Hanold assisted with the monthly Admirative Impound/Code Enforcement Hearing on February 9th in the Board Room.
- February 10, 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.
- 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. They are functioning properly as of January 31, 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

February 10, 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 February 3 & 8, 2022 Brad Merkel and I attended the Staff Budget Meeting.

On February 7, 2022 Brad, Michele and I attended the US 30 from Dauberman to IL Rt 47 widening project status WebEx hosted by IDOT. Purpose of the meeting was to discuss project status, review public input from virtual public outreach event in March 2021 and review the preferred alternative geometry. They will be sending us additional information in the near future. This project is only funded for Phase I Engineering.

On February 9, 2022 Brent, Brad and I along with other Village Staff and President Konen met with representatives from Fox Metro. Fox Metro Staff presented the following: Overview of Fox Metro, Sugar Groves History with Fox Metro, Annexation-Connection Fees, Growth Limitations, Waubensee area agreements and Fox Metro Policy changes that could affect Sugar Grove.

Fays Lane & Whispering Oaks Water Main Replacement Project:

This project is currently out to bid to be awarded at the April 5th Regular Board Meeting for summer of 2022 construction.

Public Works Field Operations:

Staff completed a total of 73 JULIE tickets to date in the month of February.

Staff has repaired or replaced a total of 6 street lights to date in the month of February.

SNOW & ICE CONTROL TOTALS:

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

1/8/2022	1"	334	43
2/1 thru 2/3 2022	5"	1604	187
2/4/2022	Drifting	56	3
2/5 thru 2/6 2022	Drifting	125	6

Totals	6"	2,119 miles	239 Tons
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	Current FY January - 22	Previous FY January - 21	Current Fiscal YTD	Previous Fiscal YTD
JULIE Tickets	88	73	7030	6919
Total Distribution Pumpage (1,000 gallons)	26MG	21MG	245MG	242MG
Average Daily Pumpage (1,000 gallons)	.81MG	.70MG	.76MG	.79MG