



ADMINISTRATION DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees
FROM: Brent Eichelberger, Village Administrator
DATE: February 25, 2022

The following is a short summary of current projects the Administration Department is working on, in addition to the regular meetings, duties, and oversight, that have an update since the last report:

Economic Development Director – The first finalist is scheduled to meet with Board in Closed Session at a Special Meeting on March 2.

Big Rock Boundary Agreement – The boundary agreement has been recorded.

HF Top Soil Stockpile – Badge 323 has signed the needed Amendment to facilitate using FILOD fees to complete the restoration. Village Board approval is on the March 1 agenda.

Weidner Property – A potential developer of the Weidner property on the north side of US 30 across from Village Hall is scheduled to present their concept at the March 15 Board Meeting.

Website – Updates to the website included the Utility Billing Clerk job posting, Bids for Fay's Lane and Whispering Oaks Lane Water Main Improvements and updates to the Comprehensive Plan Update webpage. 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 – Twelve Facebook posts were published in the past two weeks including Village Board Agenda, Plan and Police Commission Meeting Agendas, Village Offices Closed Presidents' Day, KCC link – Winter Storm Advisory, Snow Parking Ban, Utility Billing Job Posting, Special Police Pension Board Agenda and Cancellation, US Weather Service – Chicago post regarding a Winter Weather Advisory. Over 2,900 people were reached the notice for the Comprehensive Plan Community Survey and Workshop.

Village YouTube Channel – The audio recording of the February 15th Village Board Meeting was uploaded to the sit.



FINANCE DEPARTMENT STAFF REPORT

TO: Village President & Board of Trustees
FROM: Matt Anastasia, Finance Director
DATE: February 25, 2022

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

Tasks/Updates:

- **Part-Time Utility Billing Clerk.** The part-time Utility Billing Clerk position that has been vacant since May 2021 has been posted to be filled. We have received over 70+ applications in the first 3-4 days of the position being live. Hopeful to have the position filled in early March 2022.
- **Police Pension Fund Consolidation.** The Police Pension Board was notified late on 02/23/22 that the Funds who were supposed to be transferring assets downstate on March 1st have now been delayed until June 1st. Nothing was/has been received from the Consolidated Pension Fund in regards to the March 1st transfer or the June 1st yet.

Meetings:

- **Speer Financial.** I had a meeting with Speer Financial as an annual update/check in, and to discuss any potential funding possibilities the Village may have. This also is helpful to get an understanding of what is happening in the market and update issuance costs/rates.
- **Investment Committee Meeting.** The Investment Committee meeting was held on February 25, 2022 with myself, President Konen, VA Eichelberger and Tim Matthews from PMA Financial in attendance. The Village portfolio was discussed, as well as the future of interest rates and returns. A large discussion was had on the current Village reserves and potential additional investment of remaining funds until they are needed for large, future projects.
- **Fairway Benefits.** Finance Director Anastasia met with representatives from Fairway Benefits regarding their voluntary employee benefits from Allstate Insurance. A review is under way to see if this is beneficial to change from our current offering from AFLAC to Allstate.

Conferences/Trainings/Seminars:

- **IL ARPA Webinar.** I attended a webinar held from IL DCEO in regards to the Treasury portal for reporting. This covered the basics and how to navigate through the portal.

Accounts Receivable through February 28, 2022:

	<u>As of February 28, 2022</u>	<u>As of February 28, 2021</u>
Account Billings:		
<i>Garbage Accounts</i>	3,294	3,293
<i>Water Accounts</i>	4,301	4,303
<i>Sewer Accounts</i>	4,027	4,028
<i>Road Maintenance</i>	3,475	3,476
<i>ACH Customers</i>	1,025	1,001
Delinquent Accounts:		
<i>1st Step - Late Bills</i>	676	600
<i>2nd Step - Delinquent Notice Sent</i>	30	29
<i>3rd Step - Tag Notice</i>	12	15
<i>4th Step- Water Shut-Off</i>	4	3
<i>Past Due Notices</i>	155	146
Active Payment Plans:	4	4
Outstanding Accounts Receivable:		
<i>Sewer Usage</i>	\$13,229.27	\$13,518.98
<i>Water Usage</i>	(3,332.06)	13,701.40
<i>Sewer Maintenance</i>	8,209.33	8,494.57
<i>Water Maintenance</i>	10,736.82	10,881.26
<i>Garbage</i>	7,081.89	7,008.70
<i>Discount</i>	(13.00)	-
<i>NSF Fee</i>	140.00	105.00
<i>Shut-Off Fee</i>	140.00	245.00
<i>Road Maintenance Fee</i>	2,585.61	2,543.57
<i>Tag Fee</i>	169.13	226.72
<i>Copper & Lead Sampling</i>	(20.00)	-
<i>Construction Charge</i>	27.50	55.00
<i>Lien Fees</i>	-	-
<i>Hydrant Fees</i>	281.62	376.97
<i>After Hours Turn on Fee</i>	-	-
<u>Total Accounts Receivable</u>	<u>\$39,236.11</u>	<u>\$57,157.17</u>



COMMUNITY DEVELOPMENT DEPARTMENT

ACTIVITY REPORT

MARCH 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
- Prepared agenda material and attended Planning Commission meeting
- Reviewing revised Annexation Agreement for Prairie Grove Commons development
- Met with party interested in establishing an event venue on Wheeler Road in Big Rock Township
- Reviewed and provided comments to consultant on draft Existing Conditions report for Comprehensive Plan; coordinating stakeholder interviews with consultant team
- Provided assistance in resolution of off-site easement issues for Prairie Grove Commons

Building

- Continue to provide assistance for several residents and their claims against different contractors
- Reviewed building permit application for Sugar Grove Center Lot 17 new in-line building
- Responded to standing water issue at Deep Coat following recent rain event

Economic Development

- Continued selection process for Economic Development Director position
- Consultation with interested party concerning locating manufacturing business to Sugar Grove



POLICE DEPARTMENT STAFF REPORT

TO: PRESIDENT & BOARD OF TRUSTEES
FROM: PAT ROLLINS, CHIEF OF POLICE
DATE: FEBRUARY 25, 2022

Significant Police Events

- Fatal Accident at Cross St. and Sugar Grove Parkway occurred on December 31, 2021 investigation is still on-going

Conferences / Training / Seminars

- Police Law Institute monthly computerized training for February covered 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.

Administrative

- February 14, Sugar Grove PD became a recipient of a \$1,000 donation gift card from Home Depot. The donation is being used to purchase a replacement dog kennel that is used to temporarily hold stray dogs. Remaining funds are being used for purchasing storage bins for organizing equipment in the squad cars and other police department minor project needs.
- February 14, Department Heads, Village Attorney, and the Village Administrator participated in a regular schedule attorney meeting.
- February 15, Chief Rollins participated in a virtual meeting regarding equipment on the water towers related to radio infrastructure.
- February 16, Chief Rollins participated in a virtual weekly staff meeting with Department Head Members and Alison updating each other on village initiatives and projects.
- Detective Interviews took place on February 16 with two candidates. Officer Batitsas was selected to become the next detective with him transitioning from Patrol to Investigations around the April timeframe.

- The Board of Police Commission hosted a regular meeting on February 16th. The Police Commissioners reviewed the background investigations for potential candidates off the Police Officer Legibility List and provided direction to move forward with two of the candidates.
- Department Heads, Village Administrator and Alison participated in a Covid-19 mask discussion on February 17 in preparation of the new State guidelines going into effect at the end of the month.
- Chief Rollins attended the monthly Kane County Chiefs of Police Association on February 17 hosted at the Kane County Judicial Facility.
- Monthly Defensive Tactics Training for the department covered weapon retention and disarming techniques during the month of February.
- February 17, Department Heads and the Village Administrator met virtually with President Konen as part of our on-going weekly collaboration.
- A Command Staff Meeting occurred on February 23 with the Chief, Sergeants, and Administrative Officer.
- February 24, Department Heads and the Village Administrator met virtually with President Konen as part of our on-going weekly collaboration.
- Chief Rollins participated virtually in a statewide intelligence meeting on February 24.
- Chief Rollins met with Rich Harvest Farms staff on Friday, February 25 as a preplanning meeting for the upcoming year.

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 February 21, 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 23, 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 15, 17 and 24, 2022 I along with other Village Department heads met on-line to review Prairie Grove Commons. Progress is being made, but there are still some important outstanding issue including IL 47 access and the sanitary sewer connection.

On February 22, 2022 I met via Zoom with Michele and Village Department heads to discuss the proposed Faith and Grace Family Farm. Concern was shared among staff that the use of West Wheeler might be an issue. Walter informed the consultant about the concerns.

On February 22, 2022 Brad attended the Northwest Water Planning Alliance TAC Zoom Meeting. There were 2 Presentations. One on the "Latest on Sustainable Yield," by Daniel Abrams, Illinois State Water Survey and a Presentation on "Updating the regional water demand forecast," by Margaret Schneemann, Illinois Indiana Sea Grant, and Nora Beck, Chicago Metropolitan Agency for Planning

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 repaired a water main break on Monna St on 2/15/2022, the 6" steel pipe developed a Circumferential crack.

Staff completed a total of 82 JULIE tickets to date in the month of February.

Staff has repaired or replaced a total of 8 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
2/10/2022	Freezing Drizzle	108	11
2/17/2022	3.5"	864	108
2/18/2022	Drifting	293	33
2/19/2022	Drifting	204	10
2/22/2022	Freeze back	145	18
Totals	3.5"	1,614 miles	180 Tons