



ADMINISTRATION DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees
FROM: Brent Eichelberger, Village Administrator
DATE: April 1, 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 – Michael’s first day will be April 20th.

MWCOG Springfield Drive Down – President Konen, Trustee Bonnie, and I attended meetings with Governor Pritzker, Senate President Harmon, Senate Minority Leader McConchie, House Speaker Welch, House Minority Leader Durkin, Senators Seyverson and DeWittte, Representatives Wheeler and Keicher, and other elected officials, as well as meetings with IDOT, IEPA and the IDPH. While the main focus was to push the MWCOG Legislative Priorities focusing on LGDF, we did have opportunities in individual conversations to lobby for assistance with the Park & 47 Signalization Project, 47 access for the Prairie Grove Commons project, and infrastructure improvements at 88 & 47.

Ridgeline/Weidner Property – Ridgeline remains interested in the Weidner property. Staff has solicited a traffic impact analysis proposal that includes a broader component on the traffic impacts of industrial property, for Board consideration at the April 5 meeting. Staff is in the process of soliciting a similar proposal to review noise impacts.

RHF LIV Golf Event – This event will require efforts from all departments of the Village with work already begun. Police are concentrating on traffic control, safety, and security, PW on ROW appearance, CD on permitting and signage, Finance on revenue potential, and Admin on PR and overall coordination.

Website –Continued updates the Comprehensive Plan Update webpage. Posts regarding the 2022 Street Sweeping Schedule and Spring Hydrant Flushing. 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 – Twenty-one Facebook posts were published in the past three weeks including Village Board, Plan and Police Commission Agendas, Special Plan Commission Meeting Agenda, Nixle Sign-Up Reminder, Fix a Leak Week Reminders, Yard Waste Collection Resumes, Comp Plan Survey Reminder, Michael Cassa Hiring, and several links to Kane County Chronicle articles for various county events and reminders. Over 1,900 people were reached a post announcing the LIV Golf Tournament to be held at Rich Harvest Farms in September 2022.

Village YouTube Channel – The audio recording of the March 15th Village Board Meeting was uploaded to the site. The video recording of the March 21, 2022 Comprehensive Plan Steering Committee meeting was uploaded to the site.



FINANCE DEPARTMENT STAFF REPORT

TO: Village President & Board of Trustees
FROM: Matt Anastasia, Finance Director
DATE: April 1, 2022

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

Tasks/Updates:

- **P.A. 97-609 Compliance Report – Total Compensation.** The draft FY22-23 Total Compensation Report has been posted to the Village website as required by State Statute. This final version will be posted once the budget is approved.
- **Part-Time Finance Clerk – Utility Billing.** Interviews have been conducted the week of March 14th and 21st. 2nd interview candidates are being held the end of March/beginning of April to determine who will be hired. This will be an informal group interview.
- **ARPA Fund Reporting.** The first reporting period for ARPA funds has closed, this covered March 3, 2021 – March 31, 2022. The report is due by April 30, 2022. This will cover the Village's first tranche of funds received.
- **SRT Body-Worn Camera Grant.** We received an update to adopt a Financial Conflict of Interest policy provided by the Justice and Security Strategies department. This has been certified within the grant award and submitted back to the SRT BWC Grant Team.

Meetings:

- **Treasurer Group Discussion.** This meeting was hosted by Jamie Wilkey of Lauterbach & Amen with the main presentation focused around preparing for the Audit Process and ARPA Funds reporting. The main recommendation for ARPA funds is to utilize the Standard Deduction for Revenue Loss (which the Board has decided to do) to be able to use the streamlined reporting procedures and make it the easiest to report on for the Federal Government. The reporting portal and process should be live April 1st according to the Federal Treasury.
- **Progressive Business Solutions.** I met with representatives from Progressive Business Solution to discuss their findings after reviewing the Village's electric bills for the Well and Lift Stations. There were 4 locations for potential savings with Solar panels. This

discussion shifted towards Community Development as it was discussing available land around the sites and our Solar Ordinance. I put them in touch with CD Director Magdziarz to have further discussions on feasibility within the Village.

- **First National Bank – Commercial Credit Card.** I had a meeting with our commercial credit card representative at FNBO. We discussed the potential increased usage of our corporate card to enhanced the rewards we are receiving. I will review their list of Vendor's accepting credit card payments, and cross-reference them with our current vendor listing to see if there is any additional benefit.

Conferences/Trainings/Seminars:

- **ARPA Webinar – Federal Treasury.** 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. Many municipalities are having trouble with the portal, including Sugar Grove. There are items they are saying should be able to be viewed and submitted, when they are not in the website yet. I have a help request sent out to the Treasury for assistance to make sure all items are completed on-time.

Accounts Receivable through March 31, 2022:

	<u>As of March 31, 2022</u>	<u>As of March 31, 2021</u>
Account Billings:		
<i>Garbage Accounts</i>	3,303	3,297
<i>Water Accounts</i>	4,310	4,307
<i>Sewer Accounts</i>	4,035	4,032
<i>Road Maintenance</i>	3,484	3,479
<i>ACH Customers</i>	1,031	1,010
Delinquent Accounts:		
<i>1st Step - Late Bills</i>	697	487
<i>2nd Step - Delinquent Notice Sent</i>	31	22
<i>3rd Step - Tag Notice</i>	9	12
<i>4th Step- Water Shut-Off</i>	1	2
<i>Past Due Notices</i>	205	164
Active Payment Plans:	3	4
Outstanding Accounts Receivable:		
<i>Sewer Usage</i>	\$9,729.66	\$8,614.27
<i>Water Usage</i>	(9,927.02)	8,446.39
<i>Sewer Maintenance</i>	6,103.63	5,560.65
<i>Water Maintenance</i>	7,930.52	7,273.70
<i>Garbage</i>	4,442.01	4,266.82
<i>Discount</i>	(14.00)	-
<i>NSF Fee</i>	105.00	104.00
<i>Shut-Off Fee</i>	35.00	105.00
<i>Road Maintenance Fee</i>	1,783.42	1,603.89
<i>Tag Fee</i>	105.00	121.72
<i>Copper & Lead Sampling</i>	(20.00)	-
<i>Construction Charge</i>	(72.50)	-
<i>Lien Fees</i>	-	-
<i>Hydrant Fees</i>	57.50	272.51
<i>After Hours Turn on Fee</i>	-	-
<u>Total Accounts Receivable</u>	<u>\$20,258.22</u>	<u>\$36,368.95</u>



COMMUNITY DEVELOPMENT DEPARTMENT

ACTIVITY REPORT

APRIL 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 meetings
- Continued working on Annexation Agreement for Prairie Grove Commons development
- Prepared Village's zoning variation application for PD security fence
- Met with Redwood Apartment Neighborhoods as they scout locations in Sugar Grove for single-family rental development
- Responded to several parties expressing interest in the Cerny property (NWC Bliss & Denny Road)
- Provided assistance in resolution of IL 47 access issues for Prairie Grove Commons

Building

- Continue to provide assistance for several residents and their claims against different contractors
- Issued 7 tickets to contractors damaging public streets and depositing building materials in the street
- Consultations with Ryan Homes concerning additional model, modification of certain plans to accommodate walk-out options
- Continue to work with Triumph Construction on resolution of sanitary service line abandonment, stormwater drainage issue

Economic Development

- Participated in EDC meeting
- Consultations concerning re-use of old Heartland Bank building

Village of Sugar Grove
Public Works Department

MEMORANDUM

March 31, 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 March 28th, 2022 I meet with representatives from IDOT via Webex to discuss updates to the IL Rt 47 widening project. There is an issue with the BNSF Railroad involving their bridge over IL47. IDOT is currently reviewing their strategies to resolve the disagreement. IDOT is looking for the Village's support as this process moves forward.

On March 29th, 2022 I along with other Village Department heads and EEI met on-line to review Prairie Grove Commons IL 47 access. The developer is currently working on a resolution to the 47 access issue.

On March 21st-24th, 2022 Brad Merkel, Chris Lemke and I attended Watercon 2022 in Springfield. The annual training opportunity provides water and waste water related training, IEPA updates and networking. Below are some of the training that we attended. Variable Speed Drives- The Past, The Present, The Future.

Reduce Non-Revenue Water with Cost Effective Pressure Data.

Under the River and Through the Woods to the Village of Bartlett with Lake Michigan Water We go.

Asset Management: Choosing the Right Service Agreement for Your Community.

GIS: View from an Operator.

SCADA Cybersecurity and Resiliency Strategies

Water Hammer Within a Water Treatment Plant

NSF 600: Change is Coming

Do You Know Where Your SCADA System Backup is?

Fays Lane & Whispering Oaks Water Main Replacement Project:

On March 10, 2022 Brad Merkel attended the Bid Opening for the Fay's Lane and Whispering Oaks Water Main Replacement Project. Staff plans to present this project at the April 5th Regular Board Meeting for award.

Hannaford Farms Dirt Pile:

The contract to final grade the site has been awarded to J&S Construction, they intend to start as soon as the weather allows. Public Works staff removed all remaining stumps, root balls and scrub trees on site.

Public Works Field Operations:

Staff completed pothole patching throughout the Village, using a total of 4 tons.

Staff repaired a water service leak on Douglas Lane on 3/21/2022, the 3/4" brass flare fitting developed a leak. Staff replaced the curb stop.

Staff repaired 2 leaking fire Hydrants, both had defective lower valve seats.

Staff completed a total of 121 JULIE tickets in the month of March.

Staff has repaired or replaced a total of 16 street lights in the month of March.

Village of Sugar Grove Initiative Update April 1, 2022

Initiative		Estimated Cost	Actual 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. - Initiative Completed .
A2	Negotiate an Elburn Boundary Agreement - AP1	\$ 1,000		Presentation of a Village Board approved draft Boundary Line Agreement to Elburn.	While a BLA was not achieved, the Board determined that this item is no longer a priority. Absent a change of position by Elburn, the BLA is on indefinite hold and considered complete for the time being. - Initiative Completed
A3	Negotiate a Big Rock Boundary Agreement - AP2	\$ 1,000		Presentation of a Village Board approved draft Boundary Line Agreement to Big Rock.	The Big Rock/Sugar Grove Boundary Line Agreement has been recorded. #2022K008236 - Initiative 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. - 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 amendments at the March 15, 2022 meeting. - Initiative Completed
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	\$ 11,707	Implementation of Basic Records Management module.	Staff continues training on new Laserfiche software and creating templates and moving documents into system.
A8	Consider Elected Official Liquor License	\$ 500		Placement on VB agenda for discussion.	On the April 5, 2022 Board meeting agenda for discussion.
A9	Review IT Consultant Services - AP6	\$ -	\$ -	Provide recommendation for provider and/or service level.	Staff is working with our IT consultant to prepare an RFP for IT services moving forward. This item has been continued to FY2022-2023.
A10	Review Custodial Services - AP7	\$ -	\$ -	Provide recommendation for provider and/or service level.	This item has been continued to FY2022-2023.
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. <i>First community workshop was held; community-wide survey closed and results being prepared.</i>
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.	<i>Researching zoning implications</i>
CD6	Consider Recreational Cannabis Dispensaries	\$ 500		Placement on VB agenda for discussion.	<i>Researching zoning implications</i>
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 April 1, 2022

Initiative		Estimated Cost	Actual 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.	Final interviews for the P/T UB Clerk Position will be completed the week of April 4th. We plan to extend an offer by April 8th.
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. Initiative Complete.
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.	I have met with FNBO Commercial Credit Card representative to determine if there are current Vendors we can utilize our corporate card with.
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 submit 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.	
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

Village of Sugar Grove Initiative Update April 1, 2022

Initiative		Estimated Cost	Actual Cost	FY 21-22 Departmental Measurable Objective	Update
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 Training Plan is being developed per roles within the department.
PW1	Develop & Implement Staff Succession Plan for Aug '22 or '23 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. On 02/11/2021 President Konen was informed that the Village was a Finalist for a Grant to Complete the construction of this Project.
PW3	CMAP 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. IEPA Construction Permit was received 01/25/2022. This is only 1 step of the process. This project is currently out to bid with a bid opening date of 03/10/2022. Bid Award is scheduled for 04/05/2022 Meeting.
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	Not Budgeted	Cost estimates under \$2,500 were not reviewed for budget purposes and may not be specifically budgeted.
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