



ADMINISTRATION DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees
FROM: Brent Eichelberger, Village Administrator
DATE: April 15, 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.

Municipal Drive / US 30 Crosswalk – Senator Syverson and Representative Keicher have confirmed a \$125K grant is included in the State budget for the crosswalk. Staff needs to confirm the grant terms before determining the timing for the project.

Chamber Annual Luncheon – President Konen, DPW Speciale, and I attended. The Chamber announced a networking partnership with the Montgomery and introduced new members.

Prairie Grove Commons – PGC has indicated they will proceed with the project with the internal roads being private as long as the Village agrees to reimburse the cost of access rights and a share of easement acquisition rights. Several documents will require changes and will not be ready for Board approval for an undetermined time.

RHF Staff Luncheon – Rich Harvest Farms generously hosted an all staff luncheon. It was a great opportunity to build relationships and see the car collection, sports memorabilia, indoor practice facility, and lodging.

Farmer’s Market Signage – Staff is proposing a banner type sign that can be put up on Fridays and taken down on Sundays by PW staff during regular working hours (a PW employee is in a half day on Sundays for routing water system monitoring), along with feather signs. Discussion with the Farmers’ Market coordinator is pending.

Food Truck Fridays – Two events are planned. Sponsorship for the outside coordinator fee is needed. If you are aware of any interested businesses or individuals, please have them contact Jen or staff.

Website –Continued updates the Comprehensive Plan Update webpage. Posts regarding position opening for seasonal Public Works Maintenance Workers and the Arbor Day Tree Giveaway were posted to the site. 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 – Fifteen Facebook posts were published in the past two weeks including Village Board, Commission and Police Pension Board Agendas, Special Plan Commission Meeting Agenda, Street Sweeping Reminder, Links to Second Comp Plan Steering Committee Meeting documents and recording, Link for Sugar Grove Township Annual Town Meeting, links to IDOT regarding Work Zone Awareness Week, Water Main Break at McDole, and several links to Kane County Chronicle articles for various county events and reminders. Over 2,000 people were reached a post announcing the First Annual Arbor Day Tree Giveaway.

Village YouTube Channel – The audio recording of the April 5th Village Board Meeting was uploaded to the site.



FINANCE DEPARTMENT STAFF REPORT

TO: Village President & Board of Trustees
FROM: Matt Anastasia, Finance Director
DATE: April 15, 2022

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

Tasks/Updates:

- **SRT Body-Worn Camera Grant.** We have finally received the Grant Agreement for the SRT Body-Worn Camera Grant. The agreement has been signed by both entities and we have received the final executed agreement back. We are able to start expending funds for the grant.
- **Part-Time UB Clerk.** The Village had hired Sondra Moore to the part-time Utility Billing Finance Clerk position. We are completing the pre-employment hiring process. We hope to have a start date shortly.
- **ARPA Funds Reporting.** The first report is due April 30, 2022. I have been able to log into the Treasury Portal and assign the Point of Contacts. Since the end of February, the Treasury has been stating you can start to upload some of the required documentation ahead of the reporting deadline. I have not been able to have any upload abilities since I logged in. A ticket has been sitting with the Treasury Support since March 21st, I followed up with another e-mail to them on April 6th, as well as forwarding our chain of e-mails to the Treasury IT Support on April 7th. I called the Treasury on April 12th to get an update, where they said they see my case has been sitting with IT since March 21st and placed an accompanying ticket from my phone call on the follow up on the ticket. I will continue to follow up with the Treasury to make sure we are not delayed on our reporting requirement date.

Meetings: N/A

Conferences/Trainings/Seminars:

- **IMRF Authorized Agent Webinar Series – Part 4.** I attended part 4 of the IMRF Authorized Agent Webinar series for 2022. This is an annual requirement to re-certify as

the Village's Authorized Agent. I have now completed the 2022 series for re-certification.



COMMUNITY DEVELOPMENT DEPARTMENT

ACTIVITY REPORT

APRIL 2022

To: President Konen and the Board of Trustees

From: Walter Magdziarz, Community Development Director

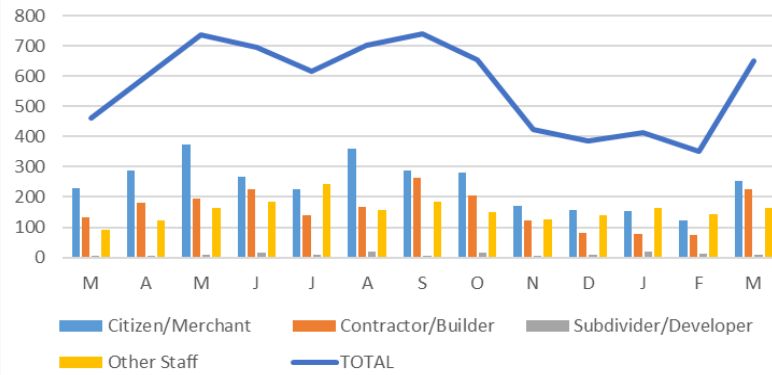
Since our last report, Community Development Department has been involved with the following activities:

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

	2022		2021	
	March	FYTD	March	FYTD
TOTAL PERMITS	41	616	39	468
Residential	3	6	4	14
Commercial	0	1	0	0
All Other Construction	38	609	35	454
CONSTRUCTION VALUE	\$ 1,625,427	\$ 15,367,193	\$ 1,352,112	\$ 8,656,325
TOTAL NUMBER OF INSPECTIONS	114	1,485	56	1,586
Property Maintenance	1	286	0	413
MOWING ORDERS	0	76	0	44
Signs removed	0	155	47	212
COMPLETION CERTIFICATES ISSUED	0	14	0	28
PLAN REVIEWS	61	912	62	719
Zoning	20	296	23	265
Building	41	616	39	454
COMPLAINTS	5	54	0	98
Verified	4	53	0	96
Corrected	3	52	0	95
REQUESTS FOR INFORMATION	649	6,366	460	5,685
Residents/Merchants	252	2,650	230	2,497
Builder/Contractor	226	1,771	132	1,476
Subdivider/Developer	9	129	5	65
Other Village staff	162	1,816	93	1,647
FOIA Requests	1	21	6	21
Miles Driven	693	8,378	398	8,771

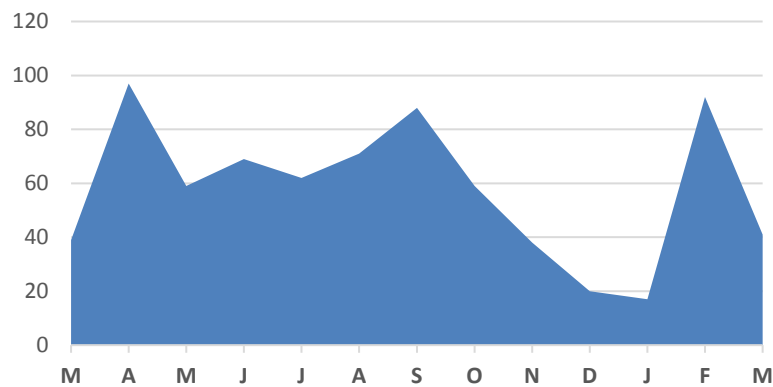
REQUESTS FOR INFORMATION

(March 2021 thru March 2022)



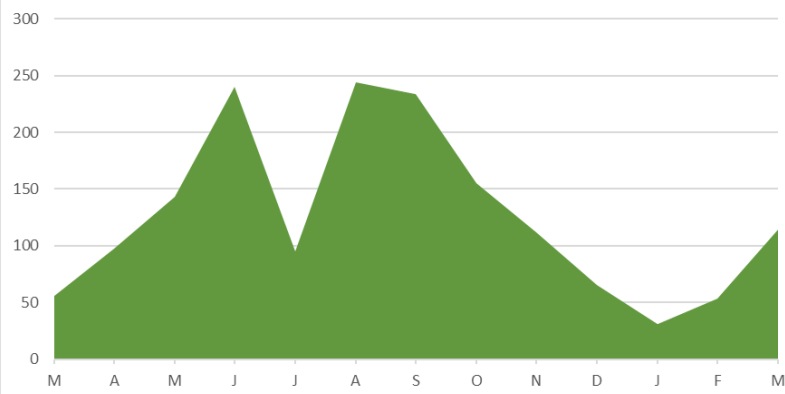
TOTAL PERMITS ISSUED

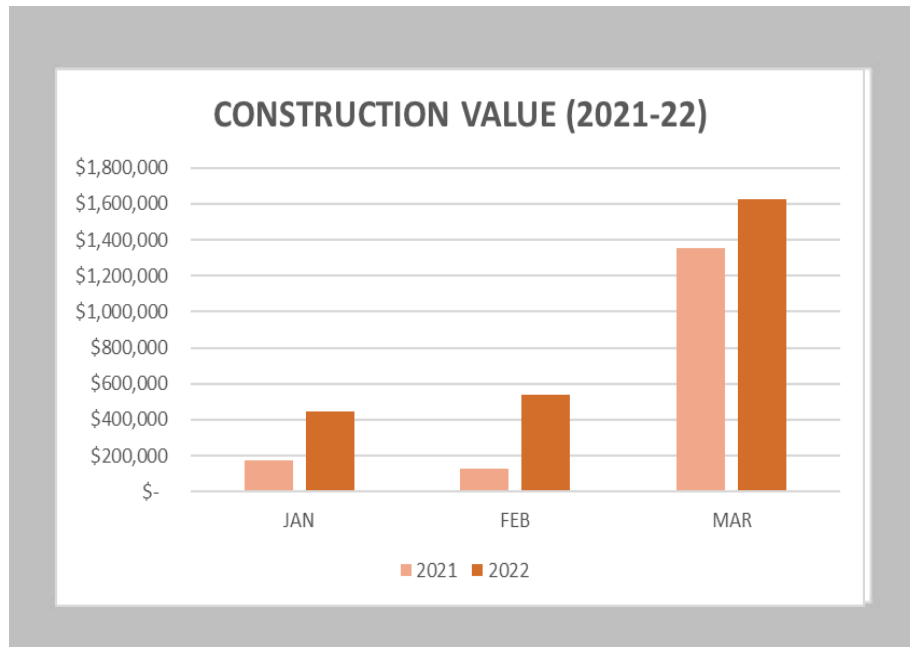
(March 2021 thru March 2022)



NUMBER OF INSPECTIONS

(March 2021 thru March 2022)





Activity highlights.

Planning & Zoning

- Prepared agenda material and attended Village Board meeting
- Prepared agenda material and attended Planning Commission meeting
- Meeting with property owner for possible development
- Participated in internal meeting to review and discuss proposed US 30 improvement plans
- Continued work on Prairie Grove Commons documents and plan reviews
- Responded to numerous inquiries concerning 10 Heaton Court Annexation Agreement public hearings
- Attended Kane County Storm Water Committee meeting

Building

- Meeting with Ryan Homes concerning changes to master model plans
- Continue to work on closing inactive files
- Coordinating response to cell tower improvement permit applications

Property Maintenance/Code Enforcement

- Inspected property in Dugan Woods for collection of rubbish.



POLICE DEPARTMENT STAFF REPORT

TO: PRESIDENT & BOARD OF TRUSTEES
FROM: PAT ROLLINS, CHIEF OF POLICE
DATE: APRIL 15, 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 April covers the following topics: review of new Illinois Laws in effect.

New Illinois Laws

Laws covered, all of which are now in effect, include:

- the definition of "knowing consent" for major sex offenses (SB 2567, 102-0567)
- unauthorized video recording and live video transmission (SB 2567, 102-0567)
- permanent protective orders (HB 734, PA 102-0184)
- authorized applicants for no contact orders (HB 1742, PA 102-0198)
- no contact order prohibitions (SB 1677, PA 102-0220)
- new elements that create the crime of stalking (SB 2204, PA 102-0547)
- hope cards for domestic violence victims (HB 3485, PA 102-0481)
- human trafficking victim confidentiality (SB 593, PA 102-292)
- expanded protections for abused elders (SB 701, PA 102-0244)
- turn signal regulations (HB 3854, PA 102-0508)
- driver response to emergency vehicles (HB 3656, PA 102-0336; SB 1913, PA 102-0338)
- vehicle window tinting exception (HB 96, PA 102-0111)
- motorcycle passenger restrictions (HB 656, PA 102-0344)
- the Illinois Way Forward Act (SB 667, PA 102-0234)
- prohibited use of facial recognition and driver's license photos (SB 225, PA 102-0354)
- Hayli's Law limiting youth lemonade stand shutdowns (SB 119, PA 102-0078)
- ballistics evidence handling (HB 562, PA 102-0237)

- Officer Juan Moreno completed his 3rd week at the Suburban Law Enforcement police academy which runs 14 weeks, March 28-July 1.
- Sgt. Alcaraz is attending an 80-hour Supervision of Police Personnel class from April 11 through April 22. This is one of many of the supervisory classes we send new sergeants too.
- Detective Batitsas attended a 16-hour Criminal Investigations training for new detectives on April 11 and 12th.
- Monthly Defensive Tactics Training for April covers tactical handcuffing.

Administrative

- April 4, Chief Rollins reached out to the law enforcement public safety executives for all the U.S. host sites for the LIV Golf Invitational. Chief Rollins created a working group collaboration team for all the host agencies to share information amongst the working group members.
- April 5, Chief Rollins, Walter Magdziarz, Brent Eichelberger, and Dani Marion attended an internal meeting reference special event permits for a large golf event planned in the fall.
- April 5, Chief Rollins attended a Police Operations meeting at Tri-Com.
- April 6, Chief Rollins participated in a virtual weekly staff meeting with Department Head Members and Alison updating each other on village initiatives and projects.
- April 7, Chief Rollins virtually participated in an Illinois Police of Chiefs working group meeting.
- Chief Rollins met with a contract entity handling internal affairs on April 8 on a matter.
- Chief Rollins participated virtually in the IRMA Police Chiefs Steering Committee meeting on April 12.
- Chief Rollins participated in a virtual weekly staff meeting on April 13 with Department Head Members and Alison updating each other on village initiatives and projects.
- April 14, Department Heads and the Village Administrator met virtually with President Konen as part of our on-going weekly collaboration.
- Chief Rollins virtually attended the Kane County DUI Task Force meeting on April 14.
- New squad cars were picked up from the outfitter over the past two weeks. The new squads are getting the finally touches before being placed into service.

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 deployed next week.
- Speed Radar Pole Signs:
Unit # 1 to be deployed next week.

Unit # 2 to be deployed next week.

Emergency Preparedness:

- Emergency Warning Sirens monthly and weekly testing continues. They are functioning properly as of April 11, 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.
- LIV Golf Invitation event will be held at Rich Harvest Farms on September 12-18.

Village of Sugar Grove
Public Works Department

MEMORANDUM

April 14, 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 April 5th, 2022 Brad Merkel, Bryan Beach and Chris Lemke attended the IRMA Public Works Steering Committee Meeting.

On April 5th, 2022 I along with other Village Department heads and EEI met on-line to review IL Rt47 and Park Traffic Light. The Traffic Signal does not meet warrants and will not be approved at this time.

On April 12th, 2022 I attended the Kane County Stormwater Management Planning Committee Meeting. Staff will continue to monitor the committee of any proposed changes that could have regional impacts.

On April 14th, 2022 I attended the Sugar Grove Chamber of Commerce Annual Luncheon and Networking. The Chamber has signed an agreement with the Montgomery Chamber to expand their outreach to assist their members.

Fays Lane & Whispering Oaks Water Main Replacement Project:

This project was awarded to Performance Engineering Inc. at the April 5, 2022 Board Meeting. A pre-construction meeting was held on April 11, 2022. The Contractor plans on starting the week of April 25, 2022 with an estimated completion by June 15, 2022 weather permitting.

Hannaford Farms Dirt Pile:

J&S Construction completed the site grading on Monday April 11 and staff completed the grading/seeding to the Vacant lot used for access during the project. The project is complete as far as Village involvement and has been turned over to the HOA for seeding.

Public Works Field Operations:

Staff completed Spring Fire Hydrant Flushing of the entire water system from April 4th thru April 15th 2022.

Staff completed pothole patching throughout the Village, using a total of 5 tons.

Staff completed a total of 157 JULIE tickets to date in the month of April.

Staff has completed Spring Clean-up to all Village owned facilities.

Staff repaired a sizable water main break on the corner of Price Road and McDole Drive. The 8" Ductile Iron Pipe developed a large hole on the bottom side of the pipe near a service tap. Staff cut in a 4' piece of 8" Ductile Iron Pipe and re-connected the 1" copper service to the new pipe.



	Current FY March - 22	Previous FY March - 21	Current Fiscal YTD	Previous Fiscal YTD
JULIE Tickets	121	92	160	163
Total Distribution Pumpage (1,000 gallons)	21MG	21MG	286MG	289MG
Average Daily Pumpage (1,000 gallons)	.69MG	.70MG	.70MG	.75MG