



ADMINISTRATION DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees
FROM: Brent Eichelberger, Village Administrator
DATE: April 29, 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.

MWCOG – President Konen and I attended the monthly meeting. MW’s lobbyist was present and summarized the final weeks of Session and thanked those who participated in the Springfield Drive Down.

Ticketing for Material in Streets – As mentioned at a recent VB meeting the number of cases of material (stone, mulch, etc.), being placed in the street as a temporary holding place is on the rise. In addition to damage to the street and curb (from the equipment used to move it), material can enter into the storm sewer system causing problems. Staff has increased enforcement activity which has revealed some concerns with the process that are being addressed.

LIV Golf Event – President Konen, Chief Rollins, and I attended an introductory meeting at RHF with the main individuals responsible for staging the event.

Corn Boil Liquor Sales – The Village received an inquiry regarding the sale of mixed drinks at Corn Boil. The interested party was advised the current Temporary License limits drinks to 6% ABV and that the Police Department does not recommend a change.

Groovin’ in the Grove – Staff has a limited role as was intended. President Konen has been attending meetings. The committee is evaluating their legal organizational standing as they consider potential liability and insurance issues.

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 – Information about the Dugan Wood Water Main Improvements and the DEA Prescription Drug Take Back Event were posted to the Village website. The new Village website is scheduled to be brought online in May.

Social Media – Fifteen Facebook posts were published in the past two weeks including Village Board, Plan and Police Commission Meeting Cancellation Notices, DEA Drug Take Back Event Notice, link to Sen. Syverson for Community Shred Event, Dugan Woods Water Main Improvement Notice, and several links to Kane County Chronicle articles for various county events and reminders. Over 1,900 people were reached a post regarding a Job Opening for Economic Development Office Assistant.

Village YouTube Channel – The audio recording of the April 19th 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 29, 2022

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

Tasks/Updates:

- **ARPA Fund Reporting.** I have had a ticket open with the Federal Treasury since March 21, 2022 because I am unable to upload required documentation, as well as I do not have any access to complete the first reporting period report due April 30, 2022. I sent follow-up e-mails to the Treasury on March 22nd, April 6th, and April 18th along with a call on April 12th and I forwarded my e-mail chain to another COVID IT Relief specific e-mail on April 7th with no response. I am continually checking to see if I am able to report with no success.
- **SRT Body-Worn Camera Grant.** The process of procuring additional proposals has begun. We have been given access to the spending portal to request reimbursement.

Meetings:

- **Police Pension Board.** The Police Pension Board met with some items on the agenda in regards to the Consolidation. The Board approved the renewal of the Fiduciary Liability Insurance for the Board of Trustees. The Board also directed the insurance company to explore options for a stand-alone Cyber Insurance coverage. At the time, we are still on for a June 2022 transfer of assets, but are unsure what part of the month it will be done. The Board instructed the custodian of funds to keep \$300,000 in the Schwab Money Market liquid account, equal to over 6 months of necessary cash for Pension payments and other expenses.

Conferences/Trainings/Seminars:

- **2022 Spring TIF Conference.** I attended the 2022 Spring TIF Conference held in Springfield, IL on April 19th – 21st, 2022. The main topics of note were Business Districts and TIF legislation. The networking from the event is extremely valuable, I was able to discuss

current projects with our consultant Moran Economic Development. I have information on the full TIF Conference Agenda for any Board member interested.

- **2022 IPPFA Police Pension Conference.** I attend the 2022 IPPFA Police Pension Conference held in East Peoria, IL on April 28th – 29th, 2022. Each year there is a requirement of 8 hours of ongoing training for all Police Pension Board member. This satisfied my requirement and was funded by the Pension Fund.

Accounts Receivable through April 30, 2022:

	<u>As of April 30, 2022</u>	<u>As of April 30, 2021</u>
Account Billings:		
<i>Garbage Accounts</i>	3,293	3,300
<i>Water Accounts</i>	4,303	4,308
<i>Sewer Accounts</i>	4,029	4,033
<i>Road Maintenance</i>	3,474	3,481
<i>ACH Customers</i>	1,037	1,021
Delinquent Accounts:		
<i>1st Step - Late Bills</i>	644	538
<i>2nd Step - Delinquent Notice Sent</i>	42	29
<i>3rd Step - Tag Notice</i>	24	16
<i>4th Step- Water Shut-Off</i>	1	5
<i>Past Due Notices</i>	144	145
Active Payment Plans:	2	2
Outstanding Accounts Receivable:		
<i>Sewer Usage</i>	\$8,363.19	\$9,635.69
<i>Water Usage</i>	(9,397.77)	7,492.50
<i>Sewer Maintenance</i>	5,564.12	6,477.87
<i>Water Maintenance</i>	7,180.20	7,993.11
<i>Garbage</i>	4,530.66	5,271.38
<i>Discount</i>	(18.00)	(1.00)
<i>NSF Fee</i>	35.00	-
<i>Shut-Off Fee</i>	35.00	210.00
<i>Road Maintenance Fee</i>	1,791.60	1,935.12
<i>Tag Fee</i>	35.00	296.72
<i>Copper & Lead Sampling</i>	(20.00)	-
<i>Construction Charge</i>	(47.50)	-
<i>Lien Fees</i>	-	-
<i>Hydrant Fees</i>	2.50	245.01
<i>After Hours Turn on Fee</i>	-	-
<u>Total Accounts Receivable</u>	<u>\$18,054.00</u>	<u>\$39,556.40</u>



COMMUNITY DEVELOPMENT DEPARTMENT

ACTIVITY REPORT

MAY 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
- Attended Kane County Storm Water Committee quarterly meeting
- Continued working on Annexation Agreement amendment and PUD Ordinance for Prairie Grove Commons development
- Participated in monthly update meeting with Comprehensive Plan consultant; project on schedule
- Responded to Kane County ZBA concerning proposed Faith & Grace event venue in Big Rock Township
- Completed employee evaluations

Building

- Consultations with Ryan Homes concerning additional model and revised grading plan for Lots 42-48
- Continue to work with Triumph Construction on resolution of sanitary service line abandonment, stormwater drainage issue

Economic Development

- Consultations concerning re-use of old Heartland Bank building
- Attended Kane County economic development quarterly roundtable meeting
- Began downloading information to Economic Development Director

Village of Sugar Grove
Public Works Department

MEMORANDUM

April 28, 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 20th, 2022 Public Works Staff attended an online Work Zone Safety Refresher course hosted by IRMA.

On April 21st, 2022 Public Works Staff attended the Kane County Water Association Meeting. Steve Dennison of EEI presented on Lead Service Line Replacement Programs.

On April 21st, 2022 I attended the KKCOM Transportation Policy Committee Meeting. FY23-27 STP-L Scores, Current FY21 - 25 STP Active Program, IDOT updates, Kane County Bike Plan update was discussed.

On April 22nd, 2022 I along with other Village Department heads and EEI met on-line to discuss I-88 and IL-47 Water System Improvements to review IEPA Loan funding options. Currently we do not have anything that meets the program criteria.

On April 25th, 2022 I along with other Village Department heads met on-line to discuss SG/KH Ridgeline Traffic Analysis. Information will be discussed at the Board Meeting.

On April 26th, 2022 Brad Merkel attended the NWPATAC Meeting via Zoom. Margaret Schneemann, Illinois Indiana Sea Grant, and Nora Beck, Chicago Metropolitan Agency for Planning will be presenting and discussing, "Groundwater Sustainability Goals in other state planning processes."

On April 27th, 2022 Brad Merkel and Bryan Beach attended a zoom on recent changes to CDL laws and licensing presented by the Federal Motor Carrier Safety Administration. IRMA will be assisting their communities to implement the changes.

The Public Works Safety Committee applied for and received a Grant from IRMA in the amount of \$1,636.70 for work zone safety equipment.

On April 29th, 2022 Village Staff Commemorated the 150th Anniversary of Arbor Day by planting an Autumn Blaze Freeman Maple. The Village hosted a contest to win the tree

and have it planted in the residents' parkway. The tree was planted in Windstone subdivision.

Fays Lane & Whispering Oaks Water Main Replacement Project:

Performance Engineering Inc. started construction on April 25, 2022. They have installed approximately 600 feet of 8-inch Ductile Iron Pipe on Whispering Oaks Lane. The Project is on schedule.

Public Works Field Operations:

Staff completed pothole patching throughout the Village, using a total of 2 tons.

Staff completed a total of 380 JULIE tickets in the month of April.

Staff has started mowing all Village owned facilities.

Staff repaired 4 Street Lights.

Staff has been testing and servicing fire hydrants in preparation for this year's hydrant painting project.

Village of Sugar Grove Initiative Update May 3, 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. Training across the Village will continue in FY2022-2023.
A8	Consider Elected Official Liquor License	\$ 500		Placement on VB agenda for discussion.	The Board approved an ordinance amending the elected official liquor license prohibition on April 19, 2022. - Initiative Completed
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. Existing Conditions Report draft being revised.</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.	

Village of Sugar Grove Initiative Update May 3, 2022

Initiative		Estimated Cost	Actual Cost	FY 21-22 Departmental Measurable Objective	Update
CD8	Review the Main Street Plan including Veteran's Park Future	\$ -		Placement on VB agenda for discussion.	
CD9	Update Zoning Ordinance - 47 Corridor Plan, Main Street Plan, Big Box Industrial, Data Centers - AP1	\$ 500		VB approved Ordinance.	<i>Data center district revisions in-progress</i>
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.	The Utility Billing Clerk position has been filled. The new employee will start on May 2, 2022 - Initiative Complete.
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 Village is able to start purchasing the body worn cameras and submitting for reimbursement. The Village received \$22,000 for 22 Body-Worn Cameras. Initiative Complete.
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. Two Officers were hired to fill the open positions. One officer attended the 80 hour academy transition course to become full time certified. And the other officer is attending the 14 week Basic Academy at SLEA and will graduate the first week of July 2022. The officer will then enter in-service field training for approximately four months.

Village of Sugar Grove Initiative Update May 3, 2022

Initiative		Estimated Cost	Actual Cost	FY 21-22 Departmental Measurable Objective	Update
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. The initiative will carry over into the next fiscal year.
PD3	PD Strategic Plan - AP2	\$ 500		VB approved plan.	The project is being pushed to the next fiscal year.
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. Final documents are being prepared and anticipate an assessment in the summer of 2022.
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%.	This project will continue into the next fiscal year.
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 recieved a Grant for this project. Staff is waiting for additional information that is expected in July 2022.to Complete the construction of this Project. This project will continue into the next fiscal year.
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 engineering 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 our to bid with a bid opening date of 03/10/2022. Bid for Construction Awarded at the 04/05/2022 Meeting. This Project is complete.
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. This project will continue into the next fiscsl year.

Village of Sugar Grove Initiative Update May 3, 2022

Initiative		Estimated Cost	Actual Cost	FY 21-22 Departmental Measurable Objective	Update
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. This project will continue into the next fiscal year.
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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