



ADMINISTRATION DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees
FROM: Brent Eichelberger, Village Administrator
DATE: May 13, 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 – I attended the inaugural meeting of MW’s new Small Community Group (roughly under 12K pop.). The first meeting was to discuss interest and format. The group tentatively plans to meet monthly (virtually), and discuss items of common interest. Other attendees included Burlington, Hampshire, Gilberts, Sleepy Hollow, Elburn, and East Dundee.

Economic Development Meeting – Along with President Jennifer Konen, CD Director Walter Magdziarz, ED Director Michael Cassa, and P&Z Administrator Danni Marion, I participated in the bi-weekly development meeting. Content updates will typically be included in Michael’s Staff Reports.

Windstone Drainage Issue – Walter, Tony, and I had several meetings, along with EEI to review a stormwater drainage issue in Windstone. This is very typical for this time of year. In most cases it ends up being a non-life safety, private property issue.

BEI/Jagiello Property – Jen, Walter, Michael and I met with the representatives of a potential developer of this property. They have an interested end user who would occupy the majority of the property with a 400,000+ s.f. building and parking. In keeping with recent Board discussions we have requested more information on their anticipated traffic.

CMAQ 2050 Plan – I attended a virtual roundtable on the update to the CMAQ 2050 Plan. CMAQ presented a broad overview and sought feedback on various facets.

Business Beautification Program – Michael, Walter, Finance Director Matt Anastasia and I met to discuss this program. Additional meetings are planned before it will be brought before the Board.

EV Charging Stations – Along with several members of staff I met with a company looking to locate EV charging stations in Sugar Grove. Walter will be following up with them and suggesting areas for them to consider.

Website – Information about Economic Development Office Assistant Job Opening, Building Safety Month, and Motorcycle Safety Awareness Month were posted to the Village website. The new Village website is scheduled to be brought online in early June.

Social Media – Eight Facebook posts were published in the past two weeks including Village Board, Plan Commission Meeting Cancellation, Public Employee Recognition Week, Permit Reminder, Nixle Sign-up, Kane County Connects link – Warning Increase in “Ruse Burglaries” and Jillian Yaggie (John Shields) Named 2022 Kane County Educator of the Year. Over 3,100 people were reached a post announcing the winner of the Arbor Day Parkway Tree Giveaway.

Village YouTube Channel – The audio recording of the May 3rd Village Board Meeting was uploaded to the site.



FINANCE DEPARTMENT STAFF REPORT

TO: Village President & Board of Trustees
FROM: Matt Anastasia, Finance Director
DATE: May 13, 2022

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

Tasks/Updates:

- **FY2021-2022 Audit.** Lauterbach & Amen will be on site for preliminary fieldwork on May 17, 2022 and the week of July 18th for fieldwork. The tentative audit draft date is August 12th with presentation to the Board on September 6, 2022, barring any setbacks.
- **Part-Time UB Clerk.** Sondra Moore started on May 2, 2022 with the Village. She already has been a huge asset to the Village.
- **ARPA Funds Reporting.** Reporting is still unavailable to be completed. I have continued to check the portal, and as of yesterday May 12th on a call to the Treasury for an update, they stated my last call from April 29th was closed because it was just following up on the original ticket from March so it was never escalated. I have a new ticket number from May 12th, where I was told I should just be waiting for an e-mail from IT to correct the problem.

Meetings:

- **Lauterbach & Amen – FY21-22 Audit Entrance Meeting.** Brett and I met with Jen Martinson from Lauterbach & Amen to have the FY21-22 Audit entrance meeting. This meeting consists of the L&A giving us a packet of the items that will be requested during the audit process, audit timelines and deadlines.
- **HUB International.** I attended a meeting with HUB International as they presented a unique insurance opportunity for the Village in regards to Utility Lines, both Village and Resident owned. This policy would cover catastrophic water main breaks for repair and potential water loss costs. There is also a policy a resident can purchase that would cover them from the B-Box to their home as well as if they have major water leaks within their home. I have a meeting scheduled with PW to determine if this is something worth pursuing for the Village and Residents.

- **Carbon Solutions.** Staff attended a meeting with Carbon Solutions in regards to providing EV Charging stations within the Village. Staff is internally discussing the best locations and partnerships for the company (private businesses and other governmental agencies).
- **Business Appearance Program.** Walter, Michael, Brent and I had a meeting to start the discusses around formulating the business appearance program. More internal meetings will be had before being presented to the Board.

Conferences/Trainings/Seminars:

- **IMRF 2022 Employer Rate Webinar.** I attended the 2022 IMRF Employer Rate Webinar held on May 3, 2022. These webinars are held annually to go over the past year and how the employer rate contributions are derived for the coming year. As of December 31, 2021, IMRF had an investment return of 16.8% gross rate of return, \$6.7 billion total asset change. IMRF is 98.6% funded, with the average typical U.S. Pension plan funded at 72.8%. The Village has received their preliminary rate for calendar year 2023 (received annually in April), our rate has decreased from 6.56% to 4.94%. The FY22-23 budget included a rate increase to 7%, the savings will be discussed during our budget update toward the end of 2022.



COMMUNITY DEVELOPMENT DEPARTMENT

ACTIVITY REPORT

MAY 2022

To: President Konen and the Board of Trustees

From: Walter Magdziarz, Community Development Director

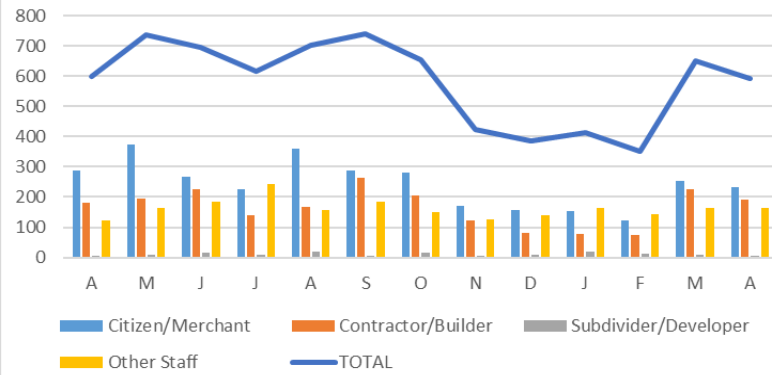
Since our last report, Community Development Department has been involved with the following activities:

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

	2022		2021	
	April	FYTD	April	FYTD
TOTAL PERMITS	73	689	97	565
Residential	3	9	2	16
Commercial	0	1	0	0
All Other Construction	70	679	95	549
CONSTRUCTION VALUE	\$ 1,063,906	\$ 16,971,099	\$ 1,609,367	\$ 10,265,692
TOTAL NUMBER OF INSPECTIONS	95	1,581	97	1,683
Property Maintenance	4	34	4	417
MOWING ORDERS	0	76	0	44
Sign removed	0	156	3	173
COMPLETION CERTIFICATES ISSUED	1	15	0	28
PLAN REVIEWS	112	1,024	159	878
Zoning	39	335	62	313
Building	73	689	97	565
COMPLAINTS	7	61	6	105
Verified	4	58	6	104
Corrected	4	57	6	104
REQUESTS FOR INFORMATION	592	6,283	598	6,283
Residents/Merchants	232	2,882	289	2,786
Builder/Contractor	192	1,963	181	1,657
Subdivider/Developer	4	133	6	71
Other Village staff	164	1,980	122	1,769
FOIA Requests	3	24	2	23
Miles Driven	571	8,949	505	9,276

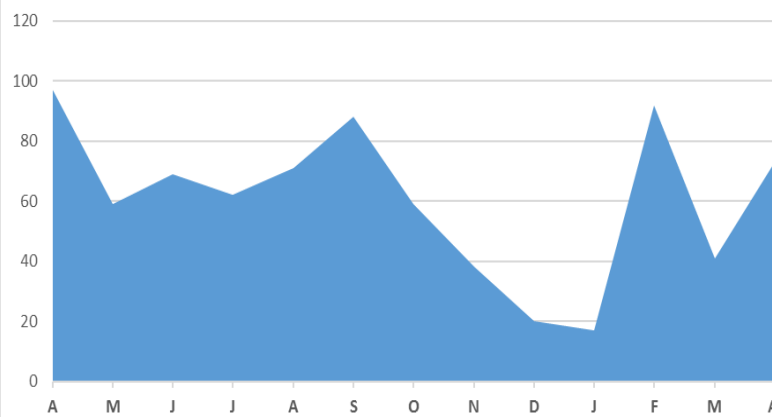
REQUESTS FOR INFORMATION

(April 2021 thru April 2022)



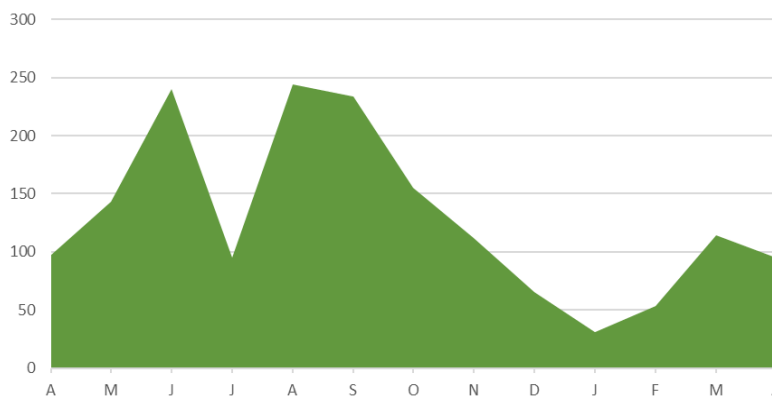
TOTAL PERMITS ISSUED

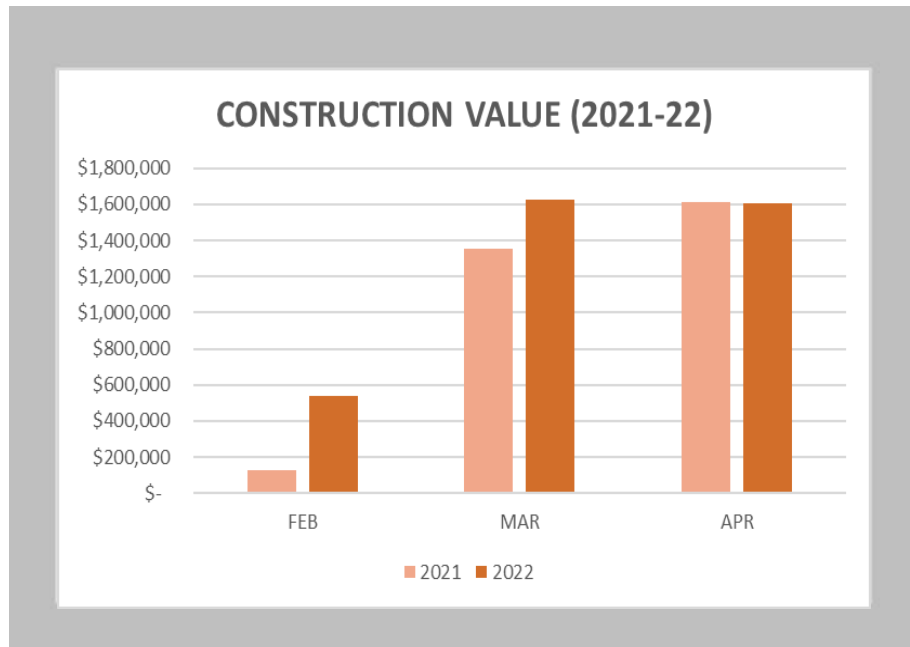
(April 2021 thru April 2022)



NUMBER OF INSPECTIONS

(April 2021 thru April 2022)





Activity highlights.

Planning & Zoning

- Prepared agenda material and attended Village Board meetings
- Researched development requirements for Blackberry Hill subdivision for interested party
- Responded to IDOT request for comments concerning US 30 widening project
- Responded to request for short-term rental
- Continue search for seasonal code enforcement inspector
- Meeting with industrial developer interested in Jagielo (BEI) property
- Progress meeting with Comp Plan consultant
- Meeting with EV charging company about opportunities in Sugar Grove
- Collaboration meeting for business improvement/appearance program

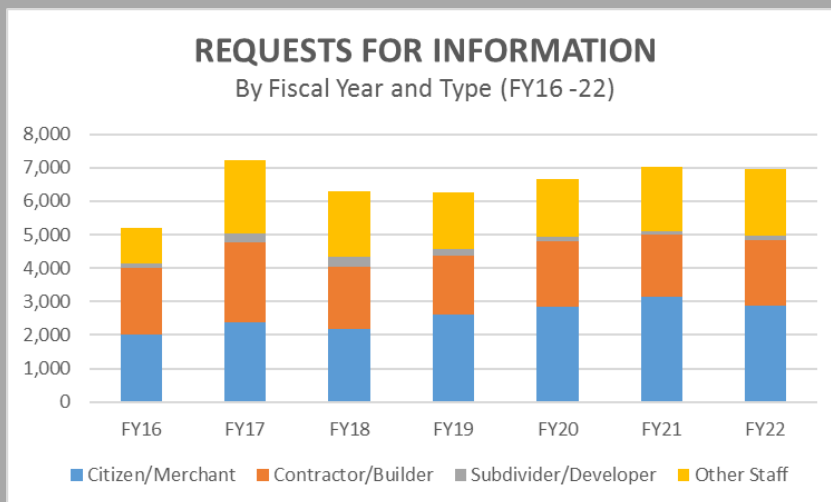
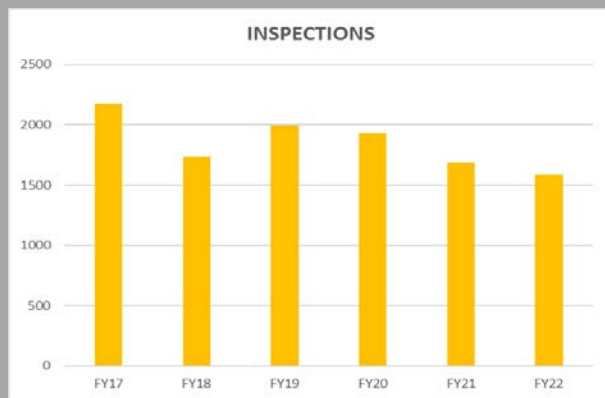
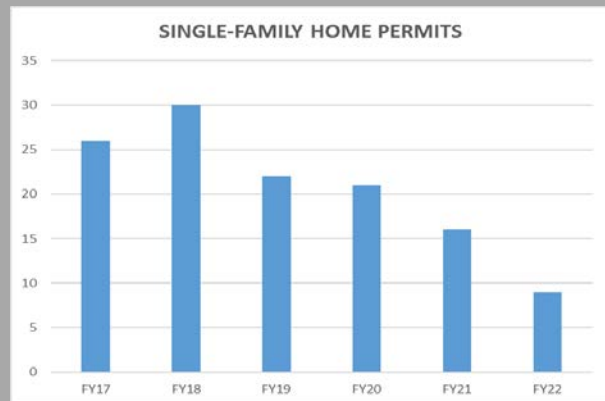
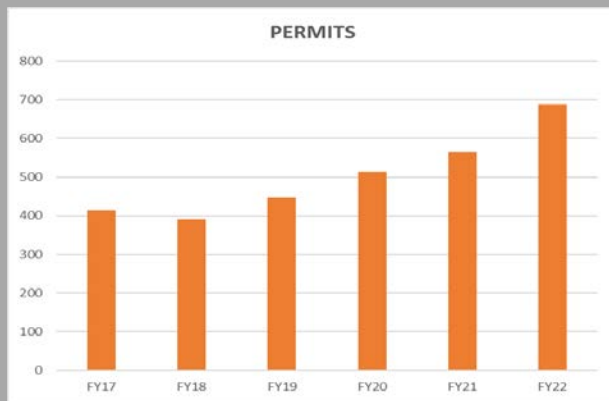
Building

- Approved revised grading plan for several "waterfront" lots for Ryan Homes in Settlers Ridge
- Plan review meeting with new owner of Super Wash car wash on Wheeler Road (expanding/modernizing facility)
- Met with Village Bible Church concerning site development plans

Property Maintenance/Code Enforcement

- Issued four citations for construction dumping/unprotected street violations
- Collaborated with Public Works, Village engineer in response to drainage concern in Windstone
- Property in Dugan Woods successfully cleaned-up

Fiscal Year-end summaries





POLICE DEPARTMENT STAFF REPORT

TO: PRESIDENT & BOARD OF TRUSTEES
FROM: PAT ROLLINS, CHIEF OF POLICE
DATE: MAY 13, 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 May covers the following topics: Law updates and Constitutional and Proper Use of Law Enforcement Authority regarding the use of drones by hobbyists, businesses, criminals, and Law enforcement.
- Officer Juan Moreno completed his half-way mark (7th week) at the Suburban Law Enforcement police academy which runs 14 weeks, March 28-July 1.
- Monthly Defensive Tactics Training for May covers proper prisoner escort positions and tactical use of joint locks for compliance objectives.

Administrative

- On April 30, Sugar Grove participated in the Nationwide Prescription Drug Take Back Initiative. Sugar Grove turned in 157.9 pounds to the Chicago DEA for destruction on May 2.
- April 2022 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. Doral, Florida police department was added to the working group as their community was selected as the championship event location.
- May 4, Chief Rollins participated in a Tri-Com Executive Board meeting at Tri-Com.

- Chief Rollins on May 4 participated in a virtual weekly staff meeting with Department Head Members and Alison updating each other on village initiatives and projects.
- Kane County State's Attorney Jamie Mosser along with her staff met virtually with Chief Rollins on May 5 regarding their initiative for Pre-Arrest Diversion in the County.
- On May 6, Chief Rollins participated in an IL accreditation virtual meeting in preparation for State accreditation.
- May 10, Chief Rollins attended a joint fire and police Tri-Com ops meeting hosted at the Elburn Countryside Fire Protection HQ.
- Officer Riley (member of the Kane County Police of Chief's Honor Guard team) and Chief Rollins attended the annual Kane County Law Enforcement Appreciation Ceremony on May 10 hosted at Mooseheart. Twenty-five law enforcement officers were celebrated and remembered for their service and ultimate sacrifice for serving the greater community.
- May 11, Chief Rollins participated in a virtual weekly staff meeting with Department Head Members and Alison updating each other on village initiatives and projects.
- May 12, 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 –deployed on Merrill New Rd near Sheffield Circle.



- Speed Radar Pole Signs:
Unit # 1 Deployed in the 1000 block of Wheatfield, adjacent to the park



Emergency Preparedness:

- Emergency Warning Sirens monthly and weekly testing continues. They are functioning properly as of April 25, the last weekly test.
- A replacement computer that controls the Village's emergency warning sirens was installed on April 27.

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

May 6, 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 May 2nd, 2022 I along with other Village Department heads met on-line to discuss Noise Study Proposals. No further action is anticipated at this time.

On May 6th, 2022 Bryan Beach and Chris Lemke attended an in person reasonable suspicion and substance abuse training hosted by Midwest Occupational Health Management Services, Inc. The class covered Overall Knowledge of Substance Abuse in the Workplace, Confidence in Identifying and Intervening. This class is required to meet CFR §382.603 Training for Supervisors (DOT Requirement).

On May 9th, 2022 I along with other Village Staff and EEI met on-line to discuss Data Center Zoning and Water Needs. Water use and Sanitary Sewer use review is still on-going.

Fays Lane & Whispering Oaks Water Main Replacement Project:

Performance Engineering Inc. started construction on April 25, 2022. They have installed, pressure tested, chlorinated and samples approximately 600 feet of 8-inch Ductile Iron Pipe on Whispering Oaks Lane and installed 540 feet of 12" Ductile Iron Pipe on Fays 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 to date in the month of May.

Staff repaired 5 Street Lights and repaired 3 street signs.

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

	Current FY April - 22	Previous FY April - 21	Current Fiscal YTD
JULIE Tickets	380	136	625
Total Distribution Pumpage (1,000 gallons)	26MG	24MG	312MG
Max Daily Pumpage	1.3MG	1.2MG	na
Average Daily Pumpage (1,000 gallons)	.87MG	.70MG	na