



ADMINISTRATION DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees
FROM: Brent Eichelberger, Village Administrator
DATE: June 3, 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 monthly MW Board meeting and the second meeting of MW’s new Small Community Group. Discussion at the SCG focused on joint purchasing/bidding and lobbying for increased local control for non-Home Rule communities.

K-H Industrial Traffic Typology – CD Director Walter Magdziarz, P&Z Administrator Danni Marion, and I met with Kimley-Horn to review their draft report. K-H is making changes based on our feedback. We expect an updated report in a few weeks.

Fire District Ambulance Push-In Ceremony – Along with President Jennifer Konen, I attended this event to honor the District’s newest ambulance.

Liquor License Code Update – Chief Pat Rollins, ATTVA Alison Murphy, and I held our third meeting regarding the update. We are making progress and hope to have a draft ready for discussion at the June 21 meeting.

EDC – I attended the quarterly EDC meeting. Also attending were President Konen, Trustee Jamie White, Walter, and ED Director Michael Cassa. The bulk of the meeting was the Village providing updates on development activity.

Website –Staff has been working to finalize details on the new Village website. To allow for proper training, the going live date has been pushed back to June 27th.

Social Media – Ten Facebook posts were published in the past three weeks including Village Board Agenda, Police Commission Meeting Agenda, Kane County Connects link – Early Voting, Tick Season, Property Taxes Due, Village Phone Service Down, Village Offices Closed for Memorial Day. Over 2,100 people were reached a post showing photos of the recent Water Tower Cleaning.

Village YouTube Channel – The audio recording of the May 17th Village Board Meeting was uploaded to the site.



FINANCE DEPARTMENT STAFF REPORT

TO: Village President & Board of Trustees
FROM: Matt Anastasia, Finance Director
DATE: June 3, 2022

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

Tasks/Updates:

- **ARPA Fund Reporting.** Alas, on May 16, 2022 the Treasury fixed the portal issues and I was able to upload the require documentation and complete the reporting for the first reporting period for ARPA funds.
- **FY21-22 Audit.** Preliminary Fieldwork was completed on May 17, 2022.
- **Business Appearance Program.** Walter, Michael and myself continue to meet to work on producing a Village Business Appearance Program to be presented the Village Board. This will be presented to the Board tentatively at the July 5, 2022 Board meeting.

Meetings:

- **HUB International.** Brad, Tony and myself met to discuss the proposal from HUB International on a Catastrophic Utility Line and Water Loss insurance policy. We are going to continue to do more research on this product and reach out to some of the references provided by the company.
- **S.B. Friedman.** I had a kick-off meeting with Geoff Dickinson from S.B. Friedman for the TIF economic analysis of the Crown Property. We will be coordinating information gathering from Crown to SBF.
- **Cyber Security Awareness Meeting.** A meeting was held with Jeremy, between myself, Alison and Chief Rollins to go over Policy/Procedure updates the Village should implement and research going forward for Cyber Security.

Conferences/Trainings/Seminars: None

Accounts Receivable through May 31, 2022:

	<u>As of May 31, 2022</u>	<u>As of May 31, 2021</u>
Account Billings:		
<i>Garbage Accounts</i>	3,291	3,284
<i>Water Accounts</i>	4,302	4,292
<i>Sewer Accounts</i>	4,026	4,017
<i>Road Maintenance</i>	3,474	3,465
<i>ACH Customers</i>	1,036	1,025
Delinquent Accounts:		
<i>1st Step - Late Bills</i>	-	516
<i>2nd Step - Delinquent Notice Sent</i>	30	22
<i>3rd Step - Tag Notice</i>	16	16
<i>4th Step- Water Shut-Off</i>	0	3
<i>Past Due Notices</i>	166	230
Active Payment Plans:	0	2
Outstanding Accounts Receivable:		
<i>Sewer Usage</i>	\$8,555.04	\$9,624.93
<i>Water Usage</i>	(8,985.61)	6,129.04
<i>Sewer Maintenance</i>	5,906.79	6,521.43
<i>Water Maintenance</i>	7,838.04	8,009.13
<i>Garbage</i>	5,009.71	6,051.81
<i>Discount</i>	(19.00)	-
<i>NSF Fee</i>	105.00	-
<i>Shut-Off Fee</i>	0.00	110.00
<i>Road Maintenance Fee</i>	1,953.92	2,176.81
<i>Tag Fee</i>	0	175.00
<i>Copper & Lead Sampling</i>	(20.00)	-
<i>Construction Charge</i>	5.00	-
<i>Lien Fees</i>	-	-
<i>Hydrant Fees</i>	2.50	277.51
<i>After Hours Turn on Fee</i>	-	-
<u>Total Accounts Receivable</u>	<u>\$20,351.39</u>	<u>\$39,165.66</u>



COMMUNITY DEVELOPMENT DEPARTMENT

ACTIVITY REPORT

JUNE 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
- Participated in monthly update meeting with Comprehensive Plan consultant; project on schedule
- Consultation concerning building and zoning requirements with business owner relocating business to Heartland Drive
- Consultation with homebuilder concerning entitlement process for possible new residential development
- Consultation with existing business owner concerning building and zoning requirements for new location
- Continue downloading information to Economic Development Director
- Provided support for TIF and business improvement district efforts

Building

- Consultations with Ryan Homes concerning drainage for Lot 78
- Continue to work with Triumph Construction on resolution of sanitary service line abandonment, stormwater drainage issue
- Initiated corrective action with homeowner who constructed pool without a building permit
- Consultations with code officials from other agencies concerning requirements for temporary tents
- Issued 3 mowing orders; removed 1 sign from public right-of-way
- Issued 4 special event permits
- Seasonal property maintenance inspector hit the street at the end of the month



POLICE DEPARTMENT STAFF REPORT

TO: PRESIDENT & BOARD OF TRUSTEES
FROM: PAT ROLLINS, CHIEF OF POLICE
DATE: JUNE 3, 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 June covers the following topics: Federal and State hate crime statutes, hate crime elements and indicators along with investigating hate crimes.
- Officer Juan Moreno completed his 10th week at the Suburban Law Enforcement police academy which runs 14 weeks, March 28-July 1.
- Monthly Defensive Tactics Training for June covers pressure points for compliance objectives.
- Officer Bruno attended an 8-hour recertification class to remain nationally certified for child safety seat inspections.

Administrative

- Chief Rollins, Elburn Police Chief Sikora, and Montgomery Police Chief Smith met with a vendor in the village board room on May 17 reference administrative adjudication and their ticketing software program. Our three agencies are collaborating and evaluating programs to improve efficiencies behind the scenes.
- May 18, Chief Rollins participated in a virtual weekly staff meeting with Department Head Members and Alison updating each other on village initiatives and projects.
- Sergeants Kurzawa, Durham, and Alcaraz along with Chief Rollins and Officer Hanold participated in a police command staff meeting on May 18.
- Chief Rollins and Officer Hanold attended the monthly Kane County Chiefs of Police meeting, hosted at Elgin Community College on May 19.

- May 20, Chief Rollins participated in a liquor license ordinance review with Alison and Village Administrator Eichelberger.
- May 20, Chief Rollins met with Village Administrator regarding Police Officer Lateral Entry desired posting/flyer along with starting salary discussions to attract potential certified candidates to apply to Sugar Grove.
- Chief Rollins attended the Kane County Emergency Managers Quarterly Meeting in St. Charles on May 24. Training was provided by IEMA (Illinois Emergency Management Agency). The training covered disaster funding and the paperwork process in case of a declared emergency.
- May 26, Chief Rollins participated in a virtual statewide intelligence monthly meeting.
- May 25, Chief Rollins participated in a virtual weekly staff meeting with Department Head Members and Alison updating each other on village initiatives and projects.
- A follow-up meeting on the review of the village's liquor license classifications took place on May 27. In attendance was Chief Rollins, Village Clerk Alison Murphy and Village Administrator Eichelberger. More meetings will follow.
- June 1, Chief Rollins participated in a virtual weekly staff meeting with Department Head Members and Alison updating each other on village initiatives and projects.
- Chief Rollins met with individuals from the LIV Golf on June 1 at Rich Harvest Farms in preparation for the event in September.
- June 2, Department Heads and the Village Administrator met virtually with President Konen as part of our on-going weekly collaboration.
- June 2, Chief Rollins hosted a virtual meeting with the public safety entities for the U.S. based LIV Golf events. All members are sharing information and intelligence amongst the working group.
- Officer Forest, Chief Rollins and Assistant PW Director Merkel met on June 2 to discuss the village's roadways regarding overweight/oversize routing of trucks through the village. Additional meetings are to be scheduled along with desired map routes.
- June 3, Chief Rollins met with a vendor regarding license plate recognition cameras for fixed locations and roving squad cars.

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



Unit # 2 Deployed on Brookhaven Circle and Linden Court, adjacent to the park



Emergency Preparedness:

- Emergency Warning Sirens monthly and weekly testing continues. They are functioning properly as of May 23, the last weekly test.
- \$2600 in repairs needed to be done when one of the site's during the weekly testing failed its operational functioning cycle. The work has been performed and the site is back in operation.

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

June 4, 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 June 2, 2022 Jake Rossler and Tim Goodlet attended an in-person training on Managing Excavation Hazards OSHA hosted by IRMA. The course covered the roles and responsibilities of the municipal employer in educating and assigning a competent person to excavation sites. Program topics included: understanding and applying definitions in the OSHA Excavation Standard, identifying hazards and implementing control measures, performing soil analysis techniques, choosing protective systems, and engaging emergency response.

On May 31, 2022 Brad Merkel and I met with representatives from EEI to discuss the Wastewater Master Plan, EEI is providing an update at the June 7 Board Meeting.

Fays Lane & Whispering Oaks Water Main Replacement Project:

Performance Engineering Inc. started construction on April 25, 2022. The water main installation on both Whispering Oaks and Fays Lane is complete. The concrete removal and replacement started on June 4th. The Project is on schedule.

LED Street Light Conversion Project:

Staff applied for the ComEd Energy Efficiency Program Incentive to convert all the Street lights to LED within the Windstone and the Black Walnut Trails Subdivision and received approval. Staff has started installing the replacement LED Street Lights, to date 55 of the 113 LED Street Lights have been installed.

Public Works Field Operations:

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

Staff completed a total of 241 JULIE tickets since the last report.

Staff repaired 15 Street Lights.

Staff repaired a $\frac{3}{4}$ copper water service that was leaking on Meadows Dr.

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



ECONOMIC DEVELOPMENT DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees

FROM: Michael Cassa, Economic Development Director

Date: June 1, 2022

Summary of Projects/Prospects:

ComEd- Follow up with consultant that is working with ComEd on future development opportunities near ComEd property in the I-88/Route 47 corridor. Meeting with Economic Development Director for ComEd on June 13.

Cushman & Wakefield- Meeting with brokers on June 7.

Prairie Grove Commons- Meeting with Dave Bossy and Pat Daly at the Daly Group office in Oak Brook on June 9.

Ridgeline Property Group- Meeting with Ben Harris of Ridgeline on June 7. Will follow up with the NAI Hiffman broker that represents the property owner.

Timbercrest- Met with Dan and Brian Dolan to discuss potential development of 143-acre property.

Met with developer to discuss possible development of indoor/outdoor family entertainment facility.

Marketing and Community Outreach:

Aurora Area Convention & Visitors Bureau- Met with Executive Director Cort Carlson at the AACVB office.

Commercial Property Enhancement Program- working with the Community Development and Finance Departments on the development of a grant program for façade and site improvements.

DCEO- Met with Joe McKeown, DCEO representative for Kane County.

Economic Development Corporation- the EDC Board met on May 25. Meetings will be scheduled with EDC board members on the future plan for the EDC.

Economic Development Team Meeting- the economic development team met to discuss on-going projects on May 19. The next meeting is on June 10.

Illinois Economic Development Association- Attended the IEDA Economic Development Summit in Chicago.

Rich Harvest Farms- Meeting with Jerry Rich on June 9.

Village of Sugar Grove Initiative Update May 20, 2022

Initiative		Time in Months	Estimated Cost	Actual Cost	Non-Village Critical Participants	FY 22-23 Departmental Measurable Objective	Update
A1	Develop Administration/Finance Facilities Plan		\$50,000 - \$600,000			Determine an interim office solution for Administration/Finance staff allowing for the Police Department to move into east side of Village Hall.	Staff is working with landlord to secure a temporary site.
A2	Conduct a Comprehensive Review and Update of the Village Liquor License Ordinance		\$ 1,000			VB adoption of updated ordinance.	Staff has held internal meetings to review the current liquor license and is on track for a Board discussion at the June 21 meeting.
A3	Implement Laserfiche Electronic Document System Village Wide		\$ -			Staff from all departments are trained and using Laserfiche to manage electronic documents.	Staff continues to be trained and to work with our consultant to create templates.
A4	Develop and Implement Certificate of Insurance Review Process based on new Village Ordinance		\$ 1,500			Clerk staff implementing process for reviewing COI's.	
A5	Issue RFP for IT Consultant Services		\$ 500			VB approval for new IT Consultant Services agreement.	Staff has completed an draft IT Services RFP. Will be meeting with current IT consultant to review in mid-June.
A6	Review Custodial Services	3	\$ -			Provide recommendation for provider and/or service level.	
CD1	Facilitate New Town Center		\$ -			VB approval of a prioritized list of viable sites.	
CD2	Update the Comprehensive Plan		\$ 24,000		CMAP	Presentation of consensus plan for adoption by the Village Board.	Steering Committee meeting to be held week ending June 11; Community Workshop #2 tentatively scheduled for July 13
CD3	Update Zoning Ordinance - 47 Corridor Plan		\$ 500			VB approved Ordinance.	
CD4	Update Zoning Ordinance - Main Street Plan		\$ 500			VB approved Ordinance.	
CD5	Update Zoning Ordinance - Big Box Industrial		\$ 500			VB approved Ordinance.	
CD6	Update Zoning Ordinance - Data Centers		\$ 500			VB approved Ordinance.	
CD7	Transform the Zoning Ordinance & Subdivision Regulations into a Unified Development Code (UDC)		\$ -			Placement on VB agenda for discussion.	
CD8	Building Officials Mutual Aid Agreement		\$ 500		Various	VB approved Agreement.	
CD9	Update CD Web Site		\$ -			Permit Tip Sheets and revamped Proposed Development section on web site.	
CD10	Convert CD Records to a digital format		\$ -			5,000 oversized plan sheets, 500 permit files and 100 resource materials during FY22-23.	
ED1	Develop Economic Development Incentive Policy		-			VB approval of a policy.	Have started work with Community Development and Finance on the development of a grant program for façade and site improvements.
ED2	Implement Commercial Property Enhancement Program		\$ 50,000			VB approval of a program.	
ED3	Increase Utilization of Next Site Services		-		NextSite	Utilize services as part of overall marketing plan.	
ED4	Make a Recommendation on the future of the Economic Development Corporation		\$ -			VB and EDC Board approval of the plan.	
ED5	Develop a marketing strategy that includes a new website.		\$ 6,000			Presentation to VB	
ED6	Meet with civic and business leaders.		\$ -			Complete initial meetings.	Several meetings with local leaders have been held with more scheduled.
F1	Revamp CIP	6	\$ -			Present a new updated CIP Plan to the Board for Approval.	An internal meeting with Staff an EEI has been scheduled for July 12, 2022.

Village of Sugar Grove Initiative Update May 20, 2022

Initiative		Time in Months	Estimated Cost	Actual Cost	Non-Village Critical Participants	FY 22-23 Departmental Measurable Objective	Update
F2	Review General Liability & Property Insurance Coverage	6	\$ -			Present change to VB if recommended.	I have received other insurance options from other municipalities. Review will begin shortly.
F3	Complete the Illinois Municipal Treasurers Institute certification	3	\$ 1,200			There are 3 Phases to be completed, over 3 years. Each Phase is 4 days - complete Phase 1 in FY22-23.	
PD1	Joint Table Top and Training EMA Exercise	6-9	\$ 1,000		SGFD	Completion of both a table top and a live training exercise.	
PD2	Body-Worn Camera Implementation	10	\$ 55,000			100% Implementation of a Body-Worn Camera Policy and Program.	
PD3	Emergency Response Planning	9	\$ -			Update the Village's Emergency Response Plan and present to Board.	
PD4	Establish a Technological Redundancy in the Emergency Operations Center.	6	\$ -			Present a plan to the Village Board with implementation budget dependant.	
PD5	ILEAP Certification	6	\$ -			Achieve ILEAP Accreditation.	
PD6	Patrol & Sergeant Contracts Renewal		\$ 7,500			Village Board and Union approved contracts.	
PW1	Conduct Water Works Needs Assessment	16	\$ 143,579			Complete Assessment in coordination with CMAP Comp. Plan Update and present to Board	
PW2	Conduct Sanitary Sewer Needs Assessment	16	\$ 50,000			Collection of all individual reports into one and presented to Board.	Update at 06/07/2022 Board Meeting
PW3	Dugan Woods Fays Lane Phase 1 Watermain Engineering & Construction	14	\$ 983,000			Complete Engineering and Construction of Phase I of the Dugan Woods Fays Lane Water Main Replacement project.	
PW4	Dugan Woods Fays Lane Phase 2 Watermain Engineering	14	\$ 50,000			Complete Phase 1 Engineering of Phase 2 in the Dugan Woods Fays Lane Water Main Replacement project.	Phase 2 Engineering expected to VB in May 23
PW5	Blackberry Creek Pedestrian Bridge ITEP Project	4	\$ 127,306		CMAP	Phase II Engineering Complete - Phase III Engineering and Construction in process. Full project to be completed in FY23-24.	
PW6	Safe Routes to School ITEP Project	12	\$ 218,000			Complete Engineering and Construction of Safe Routes to School ITEP project.	
PW7	Crosswalk across US 30 at Municipal Drive	24	\$ 144,760			Installation and Completion of a Crosswalk at US-30 and Municipal Drive.	