



ADMINISTRATION DEPARTMENT STAFF REPORT

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

Food Truck Friday – Along with hundreds of others, I attended the first FTF of the year. By all accounts it was very successful with the only change for the fall event needed being a sign directing people to the indoor restrooms.

140/160 Sale – The closing was rescheduled to July 7th. All documents appear to be in order.

MWCOG – In addition to President Konen and Trustees Bonnie and White, I attended the MWCOG Legislative BBQ. The event was well attended and provided an opportunity to network with area elected officials and staff.

Data Center Zoning District – Internal meetings were held to further refine the proposed district. Discussion at a VB meeting is anticipated in August.

Social Media – Ten Facebook posts were published in the past two weeks including Village Board Agenda, Second Comprehensive Plan Workshop and Survey Available, Food Truck Friday, Park District link – July 4th Bike Parade, Dugan Woods Paving, Water Conservation Regulations. Over 3,600 people were reached a post announcing the Food Truck Friday line-up.

Village YouTube Channel – The audio recording of the June 21st Village Board Meeting was uploaded to the site.

Website - On Monday, June 27, 2022, the Village of Sugar Grove unveiled its new website. There were a few hiccups, but overall the transition went smoothly.



FINANCE DEPARTMENT STAFF REPORT

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

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

Tasks/Updates:

- **FY22-23 Budget Document.** I have been working on the budget document for the website. The full document should be uploaded by July 8, 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. Letters to Commercial Business Owners are set to go out by July 1st. The plan will be presented after responses are received to the letters.

Meetings:

- **NIMEC – Community Solar Program.** I met with Dave Hoover from NIMEC to discuss the Community Solar Program. This program is an endorsement from the Village, rather than a contract through the Village. NIMEC is scheduled to make a presentation for discussion on the August 16, 2022 Board meeting, to gauge Board interest in endorsing the program.
- **IRMA – Insurance Coverage.** I had a meeting with Margo Ely, Executive Director for IRMA, and Susan Garvey, Director of Legal Services for IRMA, to discuss the IRMA program as a whole, the Village General Liability and other Insurance coverages. This topic will be on a future Board agenda for discussion with the Board.

Conferences/Trainings/Seminars: None

Accounts Receivable through June 30, 2022:

	<u>As of June 30, 2022</u>	<u>As of June 30, 2021</u>
Account Billings:		
<i>Garbage Accounts</i>	3,287	3,286
<i>Water Accounts</i>	4,291	4,296
<i>Sewer Accounts</i>	4,016	4,021
<i>Road Maintenance</i>	3,468	3,467
<i>ACH Customers</i>	1,035	1,024
Delinquent Accounts:		
<i>1st Step - Late Bills</i>	694	882
<i>2nd Step - Delinquent Notice Sent</i>	32	31
<i>3rd Step - Tag Notice</i>	19	13
<i>4th Step- Water Shut-Off</i>	5	3
<i>Past Due Notices</i>	219	N/A
Active Payment Plans:	0	0

Outstanding Accounts Receivable:		
<i>Sewer Usage</i>	\$10,521.13	\$13,515.33
<i>Water Usage</i>	(8,757.53)	13,844.99
<i>Sewer Maintenance</i>	6,333.86	8,225.97
<i>Water Maintenance</i>	8,092.05	10,730.01
<i>Garbage</i>	5,454.96	7,179.39
<i>Discount</i>	(10.96)	-
<i>NSF Fee</i>	34.00	-
<i>Shut-Off Fee</i>	35.00	35.00
<i>Road Maintenance Fee</i>	2,084.97	2,667.25
<i>Tag Fee</i>	64.35	245.00
<i>Copper & Lead Sampling</i>	(20.00)	-
<i>Construction Charge</i>	(97.50)	27.50
<i>Lien Fees</i>	-	-
<i>Hydrant Fees</i>	55.00	307.51
<i>After Hours Turn on Fee</i>	-	-
<u>Total Accounts Receivable</u>	<u>\$23,789.33</u>	<u>\$56,777.95</u>



COMMUNITY DEVELOPMENT DEPARTMENT ACTIVITY REPORT JULY 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/ZBA meeting
- Continue downloading information to Economic Development Director
- Provided support for TIF and business improvement district efforts
- Participated in Kane County staff planning meeting for LIV Golf Tournament
- Prepared response to Kane County rezoning application on Camp Dean Road
- Participated in monthly update meeting with Comprehensive Plan consultant; project on schedule
- Making progress on commercial property enhancement program proposal

Building

- Forwarded a grading issue to the Village Engineer for advice
- Initiated hearing process for contractor registration revocation for a fence contractor
- Responded to 38 Main Street car v building and house fire incidents

Property Maintenance & Code Enforcement

- Notified 6 Main Street of Special Use Permit violation; held subsequent meeting with property owner to help chart a course for compliance
- Issued 11 mowing orders; removed 37 signs from public right-of-way
- Issued 2 special event permits



POLICE DEPARTMENT STAFF REPORT

TO: PRESIDENT & BOARD OF TRUSTEES
FROM: PAT ROLLINS, CHIEF OF POLICE
DATE: JULY 1, 2022

Significant Police Events

- Fatal Accident at Cross St. and Sugar Grove Parkway occurred on December 31, 2021 investigation is still on-going.
- Sugar Grove Police Department participated in the arrival of Vice President Harris at the Aurora Airport on Friday, June 24. Site security and traffic control for the motorcade was provided by our agency along with Sugar Grove Public Works, Kane County OEM, Kane County Sheriff's Office, Waubensee Community College Police Department, and Montgomery Police Department. Road closures of approximately 30 minutes along Route 30 and Sugar Grove Parkway took place. Chief Rollins collaborated with the Illinois State Police and U.S. Secret Service on the detail starting on the Tuesday before arrival. In addition, Chief Rollins was the liaison to the airport-J.A. Air and the Secret Service over the week-long period. Chief Rollins coordinated initial traffic control discussions of the Motorcade with Yorkville PD and provided radio communication devices since we are two different radio platforms. Sugar Grove Officers remained with Air Force 2 on the ground for approximately 4 ½ hours until its departure.



Conferences / Training / Seminars

- Police Law Institute monthly computerized training for June covered the following topics: Federal and State hate crime statutes, hate crime elements and indicators along with investigating hate crimes.
- Officer Juan Moreno completed his 14th week at the Suburban Law Enforcement police academy and graduated on July 1. He will begin the next phase of his training, Field Training.
- Monthly Defensive Tactics Training for June covered pressure points for compliance objectives.

Administrative

- June 22, Chief Rollins participated in a Special Tri-Com Board of Directors meeting.
- June 22, Chief Rollins participated in a virtual weekly staff meeting with Department Head Members and Alison updating each other on village initiatives and projects.
- The Police Department Command Staff meeting occurred on June 22. The upcoming visit of Vice President Harris put the items on the agenda on hold for the command staff to work on the operational planning.
- Chief Rollins participated in a virtual state-wide intelligence meeting on July 23.
- July 23, Chief Rollins hosted the Public Safety Working Group for the LIV Golf Event. All U.S. host sites shared information amongst each other along with getting a de-briefing of the London event.
- Members of the police department participated in the Village BBQ luncheon on July 24.
- Sgt. Durham and Officer Gilkey assisted with Food Truck Friday on July 24.
- Chief Rollins participated in a virtual meeting with Kane County Development staff meeting for the LIV Golf permitting portion of their meeting.
- June 27, Chief Rollins along with Village Administrator Eichelberger, Tony Speciale, Alison Murphy, and Dani Marion virtually met to coordinate the village's efforts and requirements for the Corn Boil.
- Chief Rollins spoke with the Park District regarding the site security and best practices for open air events including parades. The Park District thought it would be in the best interest to re-route/re-located the 4th of July Bike Parade and Corn Boil 5K run.
- Chief Rollins virtually met with Tony Speciale and Brad Merkel regarding the parades and races (walk -run) and best practices for protecting the participants.
- On July 28, Chief Rollins participated in a virtual after-action meeting regarding Food Truck Friday.

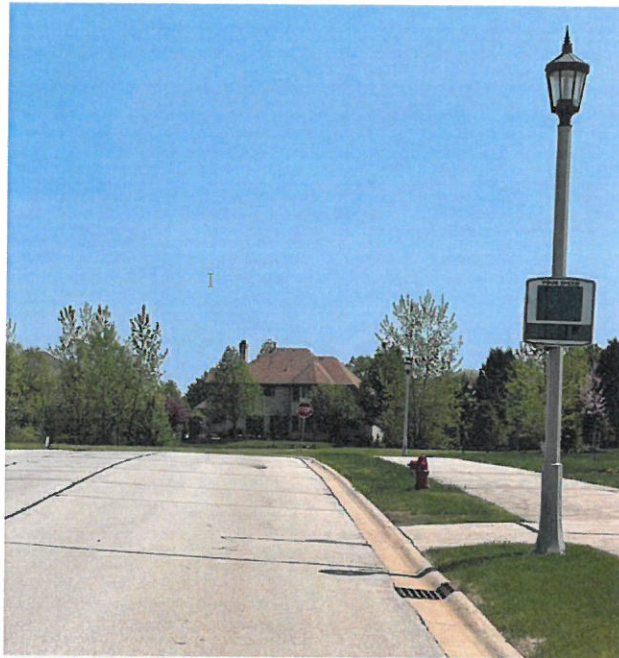
- June 29, Chief Rollins participated in a virtual weekly staff meeting with Department Head Members and Alison updating each other on village initiatives and projects.
- June 30, Department Heads and the Village Administrator met virtually with President Konen as part of our on-going weekly collaboration.
- Chief Rollins, Sgt. Kurzawa, and Sgt. Alcaraz attended the graduation ceremonies for Officer Juan Moreno at the Suburban Law Enforcement Academy on July 1. Officer Juan Moreno completed the 14 week police academy.

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 June 25, the last weekly test.

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.
- 4th of July Bike Parade
- Corn Boil 5k walk/run
- Corn Boil
- LIV Golf Invitation event will be held at Rich Harvest Farms on September 12-18.

Village of Sugar Grove
Public Works Department

MEMORANDUM

June 30, 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 20 & 30, 2022 I along with other Village Staff and EEI met to discuss Data Center Zoning District Water Use. This item is extremely complicated and will take additional time to review.

On June 23, 2022 I along with other Village Staff met to discuss Industrial Traffic Typology. This is part of the Kimley Horn Traffic Review.

On June 28, 2022 Brad Merkel, Pat Rollins and I met to discuss the updated 4th of July Parade Route. The parade route will now take place in the park and not on any public street.

On June 24, 2022 The Public Works Department assisted in traffic control with Staff and Public Works Vehicles during the arrival of Vice Present Harris to the Aurora Airport.

On June 24, 2022 The Public Works Department attended the Village Staff cookout.

On June 24, 2022 The Public Works Department set-up and providing garbage services for the Food Truck Friday Event, attendance was very good.

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 are complete as well as most of the landscaping. Geneva Construction started milling and laying asphalt binder on June 30, 2022. This project should be complete by August 1st.

Annual Road Program:

The Microsurfacing has been completed in Meadowridge Villas.



The resurfacing portion of the project is on hold due to the Local 150 Strike.

Public Works Field Operations:

Staff removed 13 dead trees throughout the Village.

Staff completed a total of 100 JULIE tickets since the last report.

Staff repaired 5 Street Lights.

Public Works took delivery of the replacement Utility Vehicle on June 17th.



ECONOMIC DEVELOPMENT DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees

FROM: Michael Cassa, Economic Development Director

Date: July 1, 2022

Summary of Projects/Prospects:

Cushman & Wakefield- follow up with brokers regarding development opportunities.

Prairie Grove Commons- follow up regarding tenant confirmations.

Revv Aviation- Meeting with Revv officials at their facility on July 8.

Ridgeline Property Group- follow up with Ben Harris of Ridgeline, and Mark Moran, who represents the property owner.

Marketing and Community Outreach:

Commercial Property Enhancement Program- working with the Community Development and Finance Departments on the criteria and application process for a grant program for façade and site improvements. A letter will be drafted and sent to property owners to determine interest.

Economic Development Team Meeting- the economic development team met on June 23 to discuss on-going projects. The next meeting is on July 7.

Met with Alison Murphy to discuss the future development of the new economic development website.

Village of Sugar Grove Initiative Update July 1, 2022

Initiative		Time in Months	Estimated Cost	Actual Cost	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.	A new location for the Admin/Finance offices has been secured at 160 S. Municipal Dr. Staff is working to determine Police Department needs 10 S. Municipal Dr.
A2	Conduct a Comprehensive Review and Update of the Village Liquor License Ordinance		\$ 1,000		VB adoption of updated ordinance.	The Village Board discussed proposed changes to the Liquor Control ordinance at the June 21, 2022 Village Board meeting. Staff and the Village Attorney are conducting further review. The item will come back to the Village Board this summer for further consideration.
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 is meeting with our current IT consultant to review draft IT RFP the week of July 5th.
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		Presentation of consensus plan for adoption by the Village Board.	Steering Committee met June 15; 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		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.	
ED2	Implement Commercial Property Enhancement Program		\$ 50,000		VB approval of a program.	
ED3	Increase Utilization of Next Site Services		-		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.

Village of Sugar Grove Initiative Update July 1, 2022

Initiative		Time in Months	Estimated Cost	Actual Cost	FY 22-23 Departmental Measurable Objective	Update
F1	Revamp CIP	6	\$ -		Present a new updated CIP Plan to the Board for Approval.	An internal meeting with Staff an EEL has been scheduled for July 12, 2022.
	Review General Liability & Property Insurance Coverage	6	\$ -		Present change to VB if recommended.	Review has begun with a discussion with IRMA, a survey of surrounding communities and discussion with communities who have left and joined IRMA in the last 5 years.
	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.	Registration for the first Phase is set to open in the next month or so.
PD1	Joint Table Top and Training EMA Exercise	6-9	\$ 1,000		Completion of both a table top and a live training exercise.	
	Body-Worn Camera Implementation	10	\$ 55,000		100% Implementation of a Body-Worn Camera Policy and Program.	PD is requesting quotes from vendors and is writing policies for BWC.
	Emergency Response Planning	9	\$ -		Update the Village's Emergency Response Plan and present to Board.	
	Establish a Technological Redundancy in the Emergency Operations Center.	6	\$ -		Present a plan to the Village Board with implementation budget dependant.	
	ILEAP Certification	6	\$ -		Achieve ILEAP Accreditation.	Public Works ordered a steel door on our behalf so that we can provide a relocated aresonal in another part of the PD.
	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	
	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
	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.	The water main installation on both Whispering Oaks and Fays Lane is complete. The concrete removal and replacement are complete as well as most of the landscaping. Geneva Construction started milling and laying asphalt binder on June 30, 2022.
	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
	Blackberry Creek Pedestrian Bridge ITEP Project	4	\$ 127,306		Phase II Engineering Complete - Phase III Engineering and Construction in process. Full project to be completed in FY23-24.	
	Safe Routes to School ITEP Project	12	\$ 218,000		Complete Engineering and Construction of Safe Routes to School ITEP project.	
	Crosswalk across US 30 at Municipal Drive	24	\$ 144,760		Installation and Completion of a Crosswalk at US-30 and Municipal Drive.	