



ADMINISTRATION DEPARTMENT STAFF REPORT

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

Corn Boil – Along with the other Village Departments, Administration worked hard to assist the Corn Boil NFP and vendors with typical items and some last-minute issues.

140/160 Sale – The sale has closed.

Prairie Glen HOA Wetland Maintenance – Staff has determined that activation of the back-up SSA may be a viable alternative to extend the wetland/prairie maintenance burden over non-HOA property. A meeting with HOA representatives is scheduled for the August 1st.

Blackberry Creek Bike/Pedestrian Bridge – A meeting was held with Township and Park District representatives to discuss next steps. Three draft documents are being prepared. 1) The lease of land agreement with the Forest Preserve District. 2) The cost sharing agreement between four agencies for final engineering and construction. 3) A maintenance agreement between the Township, Park District, and Village. This item is expected to come before the Board in September.

Prairie Grove Commons – Discussions with PGC have restarted. We are hopeful to have it back before the Board in September or October.

Comcast – Sugar Grove and Elburn staff will be meeting with a consultant who specializes in franchise agreements on August 5th. The consultant's role will be to advise the two communities in our negotiations with Comcast.

MWCOG – Along with most of the Board and several other staff members, Administrator Eichelberger participated in the MWCOG outing. It was an excellent opportunity to network with the MW group and enhance internal relationships.

Upcoming Agenda Items – Administration staff is actively involved in the following items that are anticipated to be before the Board in the next couple of months:

- Police Facility Addition
- Facility Construction Approach
- Priority Capital Projects List Update

- Liquor License Update
- Blackberry Creek Bike/Pedestrian Bridge Project
- Industrial Traffic Typology Report
- 160 Furniture and Tenant Improvements

Social Media – Six Facebook posts were published in the past two weeks including Village Board Agenda, Mosquito Prevention & Protection, Plan Commission Agenda, Street Sweeping Reminder, Corn Boil Schedule. Over 1,300 people were reached with a post regarding the Sugar Grove Corn Boil Carnival Cancellation.

Village YouTube Channel – The audio recording of the July 19th Special Village Board Meeting was uploaded to the site.

Website – The new website is up and running. Small issues are being addressed as they arise. Staff training continues.



FINANCE DEPARTMENT STAFF REPORT

TO: Village President & Board of Trustees
FROM: Matt Anastasia, Finance Director
DATE: July 29, 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 was uploaded on July 26, 2022.
- **FY21-22 Audit.** Fieldwork was completed the week of July 18th. The tentative schedule has been slightly altered and pushed back. We are expected to have the draft August 19th, with presentation and acceptance to the Board on September 20th. The Board will discuss the Fund Balance Transfer Resolution at the August 16, 2022 Board meeting.

Meetings:

- **Economic Development Assistant.** I met with Melissa Pendergrast for the onboarding of her to the Village of Sugar Grove. Her first day with the Village was July 20, 2022.
- **BS&A Cloud Demo.** Our financial software provider, BS&A Software, has created a Cloud-based solution for the financial software that is hosted in the Cloud by BS&A rather than on-site with the Village. Cloud based software have become very prevalent and are becoming the more trusted and supported by insurance carriers. This increases the Village's cyber security rating and helps secure information better.
- **IT RFP/Cybersecurity Awareness Training.** A meeting with Jeremy to discuss the future RFP for IT Consulting services was held between Chief Rollins, Alison Murphy and myself. We also discussed some training needed and implementation of cyber security items that came up during the most recent inquiry and questionnaire from our insurance carrier IRMA.
- **Treasurer Luncheon.** I attended the every other month Treasurer Luncheon, this one was in Maple Park. There were 10 people in attendance, with Jamie Wilkey from L&A also in attendance. She has been joining as of late, providing very professional insight on items. Most of these have dealt with Pension Funds and Audit items.

Conferences/Trainings/Seminars: None

Accounts Receivable through July 31, 2022:

	<u>As of July 31, 2022</u>	<u>As of July 31, 2021</u>
Account Billings:		
<i>Garbage Accounts</i>	3,285	3,281
<i>Water Accounts</i>	4,292	4,287
<i>Sewer Accounts</i>	4,017	4,012
<i>Road Maintenance</i>	3,466	3,462
<i>ACH Customers</i>	1,039	1,021
Delinquent Accounts:		
<i>1st Step - Late Bills</i>	611	568
<i>2nd Step - Delinquent Notice Sent</i>	58	72
<i>3rd Step - Tag Notice</i>	23	29
<i>4th Step- Water Shut-Off</i>	3	4
<i>Past Due Notices</i>	186	0
Active Payment Plans:	0	3

Outstanding Accounts Receivable:		
<i>Sewer Usage</i>	\$12,502.16	\$11,370.89
<i>Water Usage</i>	(5,973.92)	7,382.76
<i>Sewer Maintenance</i>	6,980.72	5,858.65
<i>Water Maintenance</i>	8,857.66	7,493.95
<i>Garbage</i>	5,799.56	4,458.85
<i>Discount</i>	(12.00)	(3.00)
<i>NSF Fee</i>	33.00	-
<i>Shut-Off Fee</i>	-	70.00
<i>Road Maintenance Fee</i>	2,150.82	1,623.88
<i>Tag Fee</i>	197.24	135.09
<i>Copper & Lead Sampling</i>	-	-
<i>Construction Charge</i>	(72.50)	55.00
<i>Lien Fees</i>	-	-
<i>Hydrant Fees</i>	57.50	(2.50)
<i>After Hours Turn on Fee</i>	-	-
<u>Total Accounts Receivable</u>	<u>\$30,520.14</u>	<u>\$38,443.57</u>



COMMUNITY DEVELOPMENT DEPARTMENT

ACTIVITY REPORT

AUGUST 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
- Continue downloading information to Economic Development Director
- Attended and participated in Comprehensive Plan Community Workshop #2
- Provided support for TIF and business improvement district efforts
- Participated in Kane County staff planning meeting for LIV Golf Tournament
- Consultations with property owner desiring to occupy former American Heartland bank building
- Participated in monthly update meeting with Comprehensive Plan consultant & CMAP; project on schedule
- Collaborated on commercial property enhancement program proposal
- Consultations with car wash owner concerning zoning variation for signs
- Meeting with prospective developer of industrial property
- Consultation with business owner concerning proposed Zoning Ordinance text amendment

Building

- Forwarded a grading issue to the Village Engineer for advice
- Approved demolition permit for fire damaged structure on Merrill Road

Property Maintenance & Code Enforcement

- 6 Main Street Special Use Permit violation; meeting with Village Attorney to chart a course for compliance/enforcement action
- Issued 15 mowing orders; issued 5 notices to remove dead trees; removed 6 signs from public right-of-way



POLICE DEPARTMENT STAFF REPORT

TO: PRESIDENT & BOARD OF TRUSTEES
FROM: PAT ROLLINS, CHIEF OF POLICE
DATE: JULY 29, 2022

Significant Police Events

- Fatal Accident at Cross St. and Sugar Grove Parkway occurred on December 31, 2021 investigation is still on-going.
- Corn Boil 2022 is underway from July 28 through July 31. The entire department is participating in providing services for a safe event.

Conferences / Training / Seminars

- Police Law Institute monthly computerized training for July covers the following topics: Landlord-tenant agreements, disputes, and dispute resolution.
- Officer Juan Moreno continues in his In-Service Field Training program.
- Monthly Defensive Tactics Training for July covered defensive counterstrike techniques.

Administrative

- Chief Rollins virtually participated in a Village Attorney Meeting on July 18, along with other Village Department Heads and the Village Administrator, Brent Eichelberger along with Alison Murphy.
- July 18, Chief Rollins participated in a police department concept project building improvement initiative along with Village Administrator Eichelberger, Public Works Director Speciale and Assistant Public Works Director Merkel.
- July 20, Chief Rollins participated in a virtual weekly staff meeting with Department Head Members and Alison updating each other on village initiatives and projects.
- July 21 Chief Rollins and Assistant Public Works Director Brad Merkel toured Montgomery PD's Sally Port, Evidence Storage and Processing area, and Evidence Garages.

- Chief Rollins participated in the ETSB Executive Board Meeting on July 21 held at the Batavia Fire Department HQ.
- The Kane County Chiefs of Police monthly meeting was held in Montgomery on July 21. Chief Rollins represented Sugar Grove PD.
- July 22, Chief Rollins participated in a sub-group (Fire/EMS) LIV Golf event operational meeting held at the Sugar Grove Fire Protection District. Kane County OEM is coordinating the operation plan paperwork for the event.
- Officer Hanold and Chief Rollins in the afternoon of July 21 participated with the law enforcement sub-group operation meeting hosted at the Kane County Sheriff's Office regarding the LIV Golf event.
- Chief Rollins participated in a statewide virtual meeting with the Illinois State Police on July 22 regarding firearms/FOID/ ISP portal and other topics due to recent gun violence.
- Officer Hanold participated in a Kane County State's Attorney Command Level Pre-Arrest Diversion Initiative at the county complex on Sugar Grove's behalf.
- July 27, Chief Rollins participated in a virtual weekly staff meeting with Department Head Members and Alison updating each other on village initiatives and projects.
- July 28, Sgt. Kurzawa and Chief Rollins assisted with the setting up of the ILEAS Command Vehicle at the Corn Boil for the event.
- Officer Hanold virtually participated in the law enforcement officers level training for the Pre-Arrest Diversion program that the Kane County State's Attorney is piloting.
- Chief Rollins, Alison Murphy, Matt Anastasia and IT contractor Jeremy Ramirez met virtually regarding Information Technology internal direction.
- July 29, Chief Rollins participated in a communication meeting with Tri-Com regarding the LIV Golf Event.

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 July 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.
- Special Olympics Cop on Rooftop at Dunkin- August 19 from 5am to 12pm.
- LIV Golf Invitation event will be held at Rich Harvest Farms on September 12-18.

Village of Sugar Grove
Public Works Department

MEMORANDUM

July 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 July 18, 2022 I along with other Village Staff met to discuss the Police Station Sally Port. Sally Port size, costs, needs and design were discussed.

On July 19, 2022 I along with other Village staff met to discuss Prairie Grove Commons. There are a few more items to review, but progress has been made.

On July 21, 2022 I attended the Transportation Policy Committee Meeting. The topics included Public Comments from STP-L Call for Projects, FY 23-27 STP-L Draft Recommended Program, IDOT Updates and CMAP discussed how they collaborate with local agencies. Norris Drive and Main Street have been added into the program for funding.

On July 27, 2022 I along with other Village staff met to staff from Elburn to discuss their Comcast Franchise Agreement. We are working with Elburn to develop an agreement to save on review costs.

On July 29, 2022 I along with other Village staff met with Scott Nadeau from the Sugar Grove Park District and Tom Rowe from the Sugar Grove Township to discuss the Sugar Grove/Blackberry Creek Pedestrian Bridge. Maintenance Items and an IGA were discussed.

Fays Lane & Whispering Oaks Water Main Replacement Project:

This project is complete aside from punch list and final landscaping.

Annual Road Program:

The resurfacing portion of the project had been on hold due to the Local 150 Strike. The strike has been settled so we are waiting on a work schedule from Builder's Asphalt.

Public Works Field Operations:

Staff removed 2 dead trees throughout the Village and Pessina Tree Service Removed 4 that were too large for Village Equipment to handle.

Staff completed a total of 135 JULIE tickets since the last report.

Staff repaired 12 Street Lights.

Staff replaced 3 water main valves, 2 on Terry Dr and 1 on Monna. The valves where no longer operational.



ECONOMIC DEVELOPMENT DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees

FROM: Michael Cassa, Economic Development Director

Date: July 29, 2022

Summary of Projects/Prospects:

BEI- Met with prospective national developer regarding the BEI property at Route 47/Wheeler Rd.

Caton Commercial- met with broker regarding two projects: a potential residential development and a commercial tenant.

Ron Cope- Met with Mr. Cope to discuss development opportunities for his property. A follow up meeting is scheduled for August 5.

Prairie Grove Commons- Met with Dave Bossy on July 27 to discuss development issues for Prairie Grove Commons.

Jim Ratons- Meeting Mr. Ratons on August 4 to discuss several development opportunities.

Weidner Property- Met with Mark Moran, broker for the Weidner property, as well as a potential national developer interested in the site. Mr. Moran informed me that Ridgeline has withdrawn their offer to buy the property.

Marketing and Community Outreach:

Corn Boil- Volunteered at the information booth at Corn Boil.

Economic Development Corporation. The next meeting of the EDC Board is August 24.

Economic Development Team- The team met on July 21. The next meeting is on August 2.

Metro West Golf Outing- Participated in the July 28 event at Top Golf.

Sugar Grove Historic Society- Met with their Board of Directors on July 25.

Sugar Grove Public Library- Met with Director Genna Mickey on July 28.

Valley Industrial Association- Meeting Executive Director Kathy Gilmore on August 2.

Staff:

Economic Development Assistant- Melissa Pendergrast started on July 20.

Village of Sugar Grove Initiative Update August 2, 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.	Training for CD and PW staff is scheduled for 8/16 and 8/17.
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 plans to issue a Request for Qualifications in August.
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		Placement on VB agenda for discussion	
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.	Criteria and Guidelines for Program being developed
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.	Discussion at EDC Board Meeting on 8/24
ED5	Develop a marketing strategy that includes a new website.		\$ 6,000		Presentation to VB	Economic Development Assistant Being Trained on Website Updates
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 August 2, 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 EEI was held on July 12, 2022. The next meeting is scheduled for August 11, 2022. The goals of this meeting is to compile the entire list of projects, determine what is included, inflation factors and project thresholds for the plan.
F2	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.
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.	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.	
PD2	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. The PD has 4 demo BWC units for trial purposes at this time July 2022
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.	Public Works ordered a steel door on our behalf so that we can provide a relocated aresonal in another part of the PD.
PD6	Patrol & Sergeant Contracts Renewal		\$ 7,500		Village Board and Union approved contracts.	Meeting scheduled with Patrol in August to start negotiations
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.	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. Paving has been completed. Currently working on Punchlist items.
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		Phase II Engineering Complete - Phase III Engineering and Construction in process. Full project to be completed in FY23-24.	

Village of Sugar Grove Initiative Update August 2, 2022

Initiative		Time in Months	Estimated Cost	Actual Cost	FY 22-23 Departmental Measurable Objective	Update
PW6	Safe Routes to School ITEP Project	12	\$ 218,000		Complete Engineering and Construction of Safe Routes to School ITEP project.	Currently out for RFQ for Phase II Engineering. RFQ Process should be complete by the end of August 2022.
PW7	Crosswalk across US 30 at Municipal Drive	24	\$ 144,760		Installation and Completion of a Crosswalk at US-30 and Municipal Drive.	