



## ADMINISTRATION DEPARTMENT STAFF REPORT

**TO:** Village President and Board of Trustees  
**FROM:** Brent Eichelberger, Village Administrator  
**DATE:** September 2, 2022

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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.

**160 Admin/Finance Relocation** – Work on the physical improvements continues. Furniture and window covering vendors have been on site to take measurements. A move in date has not been determined, but no unexpected delays have occurred.

**Congresswoman Underwood** – President Konen, EDD Cassa, and I met with Representative Underwood to discuss Village infrastructure needs and potential federal grants.

**Aurora** – President Konen, EDD Cassa, and I met with Aurora Mayor Irving and his Chief of Staff. We discussed mutual interest in developing land on and near the airport.

**Residential Development** – Along with other Village representatives I participated in separate meetings with developers/builders interested in doing residential projects in the Village. These were both first meetings and we don't expect to hear back for several weeks.

**Blackberry Creek Bike/Pedestrian Bridge** – DPW Speciale and I met with Forest Preserve District staff to discuss the various agreements needed for the project. Drafts of the three documents (Easement Agreement, Construction Cost Share Agreement, and Maintenance Agreement), have been shared with the Township and Park District.

**Retention/Detention Pond Sale** – The sale of the ponds has been put on hold as following authorization at the 8/16 VB meeting staff has determined that a better understanding of the expected road connection geometry is needed.

**Water System Study Aurora Option** – I participated in a meeting with Village staff and EEI to review the status of the Water System Study. DPW staff and EEI will be having another meeting with Aurora to confirm technical details.

**Corn Boil** – An internal meeting was held to discuss the recent Corn Boil. CD is coordinating a memo share with the Corn Boil Committee with ideas to improve the Village approval process.

**ComED Overhead Transmission Training Facility Ribbon Cutting** – President Konen, DPW Speciale, and I attended the Ribbon Cutting at the facility on Bliss Road.

**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:

- Priority Capital Projects List Update
- Liquor License Update
- Blackberry Creek Bike/Pedestrian Bridge Project
- Remote Meeting Attendance Regulations
- Comcast Franchise Agreement
- Data Center Zoning

**Social Media** – Ten Facebook posts were published in the past three weeks including Village Board Agenda, Plan Commission Meeting Agendas, Town Center Meeting agenda, Nixle Sign-Up Reminder, Sugar Grove Township link regarding Free Senior Lunch on 8/30. Over 2,900 people were reached with a post regarding the Cop on a Rooftop event.

**Village YouTube Channel** – The audio recording of the August 16<sup>th</sup> Village Board Meeting and the August 24<sup>th</sup> Special Village Board Meeting were uploaded to the site.



## FINANCE DEPARTMENT STAFF REPORT

**TO:** Village President & Board of Trustees  
**FROM:** Matt Anastasia, Finance Director  
**DATE:** September 2, 2022

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

### Tasks/Updates:

- **FY21-22 Audit.** First draft of the Audit was received on August 22<sup>nd</sup>. The resolution approving the fund balance transfer is on the September 6, 2022 agenda, this was not included in the draft audit after the discussion at the Board meeting on August 16<sup>th</sup>. Lauterbach & Amen will present the Audit to the Board on September 20, 2022.
- **SRT-BWC Microgrant.** I have continued to report monthly on our BWC Microgrant. At this time, no movement has been made on purchasing the Body-Worn Cameras. The Village's BWC Policy was recently approved by the DOJ Association managing the grant, this allows the Village to fully start to submit expenses for the grant to be reimbursed.

### Meetings:

- **Capital Improvement Program Committee.** The Committee met and has compiled the listing of all projects. Inflation factor for future projects was set at 5% and the project cost threshold to include in the program was \$50,000. The next meeting is October 5<sup>th</sup> where all of the information to compile the program will be required (description, cost estimates, pictures, etc.)
- **IRMA IMAP Prep Meeting.** Brett, Brad and myself met with IRMA representatives to go over preparing and planning for our upcoming IMAP evaluation in early 2023. These are conducting on a rotating scheduled based on your scoring level in the year prior. The Village hopes to continue is success and only having the evaluation every 3-4 years.
- **Tinley Park Meeting – IRMA/IML RMA Insurance.** Brent and I met with Tinley's Park Assistant Administrator Hannah Lipman to discuss their switch from IRMA to another pool carrier. Tinley Park was determined as the only IRMA member who left and has since joined IML RMA in the past 5 years.

Conferences/Trainings/Seminars: None

**Accounts Receivable through August 31, 2022:**

	<b><u>As of August 31, 2022</u></b>	<b><u>As of August 31, 2021</u></b>
<b>Account Billings:</b>		
<i>Garbage Accounts</i>	3,290	3,273
<i>Water Accounts</i>	4,298	4,280
<i>Sewer Accounts</i>	4,023	4,005
<i>Road Maintenance</i>	3,471	3,454
<i>ACH Customers</i>	1,042	1,016
<b>Delinquent Accounts:</b>		
<i>1st Step - Late Bills</i>	758	706
<i>2nd Step - Delinquent Notice Sent</i>	25	65
<i>3rd Step - Tag Notice</i>	15	23
<i>4th Step- Water Shut-Off</i>	2	4
<i>Past Due Notices</i>	169	-
<b>Active Payment Plans:</b>	2	3
<b>Outstanding Accounts Receivable:</b>		
<i>After Hours Turn on Fee</i>	\$ -	\$ -
<i>Construction Charge</i>	(47.50)	75.00
<i>Copper &amp; Lead Sampling</i>	(10.00)	(20.00)
<i>Discount</i>	(10.00)	(5.00)
<i>Garbage</i>	5,451.60	5,552.96
<i>Hydrant Fees</i>	120.00	-
<i>Lien Fees</i>	-	-
<i>NSF Fee</i>	70.00	-
<i>Road Maintenance Fee</i>	2,133.58	2,091.40
<i>Sewer Maintenance</i>	6,699.20	6,925.75
<i>Sewer Usage</i>	14,088.69	13,024.11
<i>Shut-Off Fee</i>	-	105.00
<i>Tag Fee</i>	-	78.78
<i>Water Maintenance</i>	8,694.10	8,600.57
<i>Water Usage</i>	(4,489.04)	(4,323.47)
<b><u>Total Accounts Receivable</u></b>	<b><u>\$32,700.63</u></b>	<b><u>\$32,105.10</u></b>



## **COMMUNITY DEVELOPMENT DEPARTMENT**

# **ACTIVITY REPORT**

### **SEPTEMBER 2022**

To: President Konen and the Board of Trustees  
From: Walter Magdziarz, Community Development Director

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

#### **Activity highlights.**

##### **Planning & Development**

- Prepared agenda material and attended Village Board meeting and special meeting
- Prepared agenda material and attended Planning Commission special meeting
- Attended Town Center Committee meeting
- Processed application material for business property needing numerous zoning matters decided by Planning Commission and Village Board
- Coordinating revision process for Prairie Grove Commons Annexation Agreement Amendment and PUD documents; meetings with developer
- Consulted with resident about possible zoning variation application
- Responded to request for information concerning bike path construction in Settlers Ridge with respect to Ryan Homes lots
- Met with home builders interested in building in Sugar Grove, shared development expectations and encouraged them to prepare a concept tplan for consideration

##### **Building**

- Responded to request for information for building plans for an existing commercial building
- Finally received authorization from respective insurance companies and issued building permits for three fire restoration projects

##### **Property Maintenance/Code Enforcement**

- Mowing notices served on several dozen residential and commercial properties
- Several commercial property owners were notified to clean-up litter on their properties; all complied

- Notified 7 property owners about trailer parking infractions
- Working with commercial property owner to correct outdoor illumination problem they created by replacing light fixtures without a permit
- Monitoring slow progress at 6 Main street with compliance with Special Use Permit conditions of approval
- Approved 2 Special Event Permit applications



## **POLICE DEPARTMENT STAFF REPORT**

**TO:** PRESIDENT & BOARD OF TRUSTEES  
**FROM:** PAT ROLLINS, CHIEF OF POLICE  
**DATE:** SEPTEMBER 2, 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**

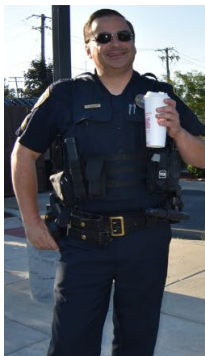
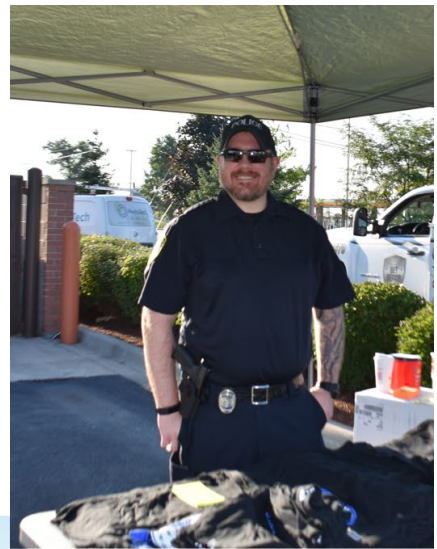
- Police Law Institute monthly computerized training for August covered the following topics: state and federal law related to law enforcement's use of body-worn cameras and other video capture devices.
- Officer Juan Moreno continues in his In-Service Field Training program. Ofc. Moreno completed his first phase of the training on day shift and has now moved into the 2<sup>nd</sup> phase of training occurring on the afternoon shift.
- Monthly Defensive Tactics Training for August covered impact weapons and collapsible baton covered defensive counterstrike techniques.

### **Administrative**

- August 16, Officer Hanold participated in the IRMA Police Chiefs Steering Committee virtual meeting on behalf of the department.
- Chief Rollins met with representatives from the Kane County Sheriff's Office, Illinois State Police, Kane County Office of Emergency Management, and the Par5 group out at Rich Harvest Farms for pre-planning purposes for the LIV Golf Event, specific to site survey locations for establishing the command post and explosive ordinance disposal (EOD) bomb unit.
- Chief Rollins participated in a virtual weekly staff meeting with Department Head Members and Alison updating each other on village initiatives and projects on August 17.

- Chief Rollins attended the Midwest Security Professionals/ IL Chiefs seminars on August 18 and 19<sup>th</sup> held in Tinley Park.
- Cop on Top was held on August 19<sup>th</sup> at Dunkin from 5am to noon. Sgt. Alcaraz coordinated the event with the assistance of the members of the police department and Village staff and Officials. The event was successful and raised over \$4,710. for Special Olympics Illinois.





- Chief Rollins participated in a virtual statewide intelligence meeting on August 25.
- On August 25, 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 participated in the Kane County DUI Task Force meeting on August 25, 2022.
- August 26, Chief Rollins along with members of fire service and other law enforcement entities, along with Tri-Com and Kane Com (dispatch centers) met at Kaneland Harter Middle School and held an initial meeting for public safety radio communication initiatives for all the schools in the district. IT professional services from the school district was receptive to the concept and discussions are continuing.
- Chief Rollins, Village Administrator Brent Eichelberger virtual met with Mark Bushhouse with Williams Architects regarding concept plans and review of a spreadsheet with rough estimates for a potential addition to the building.
- August 16, 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 multiple vendors and walk through out at Rich Harvest Farms regarding public safety technology equipment opportunities for the LIV Golf event.
- August 30, Chief Rollins met with FirstNet and a technology company regarding troubleshooting components in the new police squad cars.
- August 31, Patrol Negotiation Team members and their FOP representative met with Chief Rollins to begin bargaining for their next contract. Their current contract expires in May 2023.
- September 1, Department Heads and the Village Administrator met virtually with President Konen as part of our on-going weekly collaboration.
- Chief Rollins hosted a virtual Public Safety Working Group meeting on September 1st. Officer Hanold along with Kane County Sheriff's Office, Kane County Office of Emergency Management, and Illinois State Police virtually met with members of the five US sites hosting the LIV Golf event. Bolton Ma. Is currently hosting the LIV Golf Boston Invitational. Collaboration of the working group has been a successful venture and continues to be beneficial with the informational sharing that is occurring amongst the different host locations.

### **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 August 29, 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.
- LIV Golf Invitation event will be held at Rich Harvest Farms on September 12-18.

Village of Sugar Grove  
Public Works Department

**MEMORANDUM**

September 1, 2022

TO: Village President and Board of Trustees

FROM: Anthony Speciale, Public Works Director

RE: **PUBLIC WORKS DEPARTMENT STAFF REPORT**

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The following is a short summary of current projects that the Public Works Department is addressing:

On August 16, 2022 I along with other Village staff met to discuss the proposed Engineer Position. We discussed the job description, position justification and salary range.

On August 18, 2022 I along with other Village staff met to discuss the CIP, Inflation Factor, Project Cost Threshold and Department Project Listings were discussed.

On August 19, 2022 I attended the Kane Kendall Council of Mayors Meeting, agenda items included CMAP Discussion, RTA Strategic Plan Update, Adoption of the FY 23-27 Council STP Draft Active & Contingency Programs, Adoption of Current FY 22-25 Council STP Active Program and Partner Updates. Norris Road and Main Street Resurfacing have been added into the program.

On August 22, 2022 I along with other Village staff met to discuss PGC. There are a few items that need to be updated to move this project forward.

On August 25, 2022 Brent and I met virtually with staff from The Kane County Forrest Preserve to discuss the Draft IGA for the Pedestrian/Bridge Connection to the Virgil Gilman Trail Project.

**Fays Lane & Whispering Oaks Water Main Replacement Project:**

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

**Annual Road Program:**

Builder's Asphalt began asphalt grinding in Rolling Oaks, Mallard Point and Denny Rd on Wednesday August 30<sup>th</sup> and completed grinding on September 1<sup>st</sup>. Builders started paving the Asphalt Binder Course in Rolling Oaks, Mallard Point and Denny Rd on September 2<sup>nd</sup>. The Surface Course of Asphalt will be paved the week of September 6<sup>th</sup>.

**Public Works Field Operations:**

Staff completed various asphalt patches throughout town using a total of 9 tons of hot mix.

Staff completed the 3<sup>rd</sup> ROW mowing for of year.

Staff completed a total of 283 JULIE tickets since the last report.

Staff repaired 8 Street Lights.



## **ECONOMIC DEVELOPMENT DEPARTMENT STAFF REPORT**

TO: Village President and Board of Trustees

FROM: Michael Cassa, Economic Development Director

Date: September 2, 2022

### **Summary of Projects/Prospects:**

BEI- met with the attorney representing the prospective buyer of the BEI property on Route 47.

Daybreak- met with the broker representing the Daybreak property on Wheeler Road.

Oasis Integrative Medicine- participate in Ribbon Cutting for new business on August 29.

Old Second Bank- met with bank officials on repurposing opportunities for the building on Route 47.

Prairie Grove Commons- follow up with the developers of this commercial project.

Sugar Grove Center 17- meeting with owner on September 7 to discuss ground breaking ceremony.

Timbercrest- met with prospective buyer interested in development for the site on Route 56.

Wiedner Property- follow up with the broker representing the property owner.

Industrial- met with local business interested in building a larger new facility in Sugar Grove.

Industrial- met with local resident interested in relocating his business from Aurora to Sugar Grove.

### **Marketing and Outreach:**

Economic Development Team- the team met on August 18.

Illinois Community College Trustees Association- spoke at the ICCTA leadership retreat on August 19.

Illinois TIF Conference- will be representing the Village at the conference in Chicago on September 14.

Sugar Grove Chamber of Commerce- met with Shari Baum at the Chamber office on August 18.

Sugar Grove Economic Development Corporation- the Board of Directors met on August 24.

Town Center Committee- the committee met on August 29 to discuss development of the brochure.

## Village of Sugar Grove Initiative Update September 6, 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.	Admin and PW staff are working to coordinate with owner representatives on the 160 build-out. An proposal for a Sally Port addition to the Village Hall for Police is on the 9/6 agenda for discussion.
A2	Conduct a Comprehensive Review and Update of the Village Liquor License Ordinance		\$ 1,000		VB adoption of updated ordinance.	An amended Liquor Control Ordinance is on the September 6, 2022 agenda for further Board discussion.
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 in addition to Admin was held on August 16 and 17. Additional training for CD and PW will be conducted in-house.
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.	The Request for Qualifications was issued and responses are due back September 13. The next step will be to select one or more applicants to move forward to the RFP process.
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.	TC Committee reviewed draft brochure 8/29
CD2	Update the Comprehensive Plan		\$ 24,000		Presentation of consensus plan for adoption by the Village Board.	draft key recommendations reviewed; plan development under way
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.	in-progress
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		\$ -		Presentation to VB	Presentation to Village Board on 9/20
ED5	Develop a marketing strategy that includes a new website.		-		Presentation to VB	New website discussed at EDC Board meeting on 8/24
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 September 6, 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 & August 11, 2022. The list of projects to include was determined. The next meeting is to be held on October 5, 2022 to have all descriptions, cost estimates, pictures, etc. completed to start compiling the program.
F2	Review General Liability & Property Insurance Coverage	6	\$ -		Present change to VB if recommended.	Research has been completed, a draft report has been given to VA Eichelberger for review. This will be presented to the Board in the future.
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. The door has been hung and a lock set will be ordered.
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 was given 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.	This project is complete aside from punch list and final landscaping.
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.	RFQ Process Completed. Phase II Engineering approval at the 09/02/2022 Board Meeting. Draft IGA's have been sent to our partners.
PW6	Safe Routes to School ITEP Project	12	\$ 218,000		Complete Engineering and Construction of Safe Routes to School ITEP project.	RFQ Process Completed. Phase II Engineering approval at the 09/02/2022 Board Meeting.
PW7	Crosswalk across US 30 at Municipal Drive	24	\$ 144,760		Installation and Completion of a Crosswalk at US-30 and Municipal Drive.	