



ADMINISTRATION DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees
FROM: Brent Eichelberger, Village Administrator
DATE: September 30, 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.

160 Admin/Finance Relocation – Work on the physical improvements continues. Furniture has been ordered and most should be shipped to the vendor by the end of the month.

Patrol Union Contract Negotiations – Staff will be presenting the initial proposal from the union to the Village Board in Closed Session as part of the process of reviewing it and preparing a response.

Blackberry Creek Bike/Pedestrian Bridge – DPW Speciale and I met with Park District and Township representatives to finalize the various agreements needed for the project. We anticipate approval during October.

Comcast – Comcast has submitted the application fee to Elburn as they will be processing the invoices for consultant Stuart Chapman of MSA who will advise the two communities in our negotiations with Comcast.

MWCOG – President Konen and I attended the September MW meeting.

Food Truck Fridays – Admin led a multi-department meeting to review this year's two events and to start planning for next year.

Prairie Grove Commons – Along with several staff members and consultants I participated in multiple meetings to finalize PGC issues and documents.

Village Engineer – The position has been posted.

ICMA Conference – I attended the annual International City/County Managers Conference and attended the following sessions:

- Priorities to Policy: Making Your Statehouse Work for You
- Keynote: Leaders Connect
- Earmark Debrief: Lessons Learned and Tips for Success
- Capstone Projects: The What, Why, and How
- Negotiating Agreements: Creativity and the Benefit of the Bargain
- Keynote: Cracking the Code on Creating a More Diverse and Inclusive Culture
- Economic Development for Small Communities

Corn Boil – Staff continues to discuss improvements for future events. Current focus is on shuttle safety.

Rosewood Ribbon Cutting- Along with several other Village representatives, I attended the Ribbon Cutting for Rosewood Farm. They can currently host events for up to 75 guests.

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:

- Prairie Grove Commons Project
- 88 & 47 TIF Eligibility Study
- Blackberry Creek Bike/Pedestrian Bridge Project
- IT Services Contract
- Remote Meeting Attendance Regulations
- Comcast Franchise Agreement
- Selling Village Property at the NW Corner of US 30 & Municipal
- Custodial Services Contract

Social Media – Twelve Facebook posts were published in the past two weeks including Village Board Agenda, Plan Commission Meeting Agenda, Special Police Commission Meeting Agenda, Gator for Sale of ebay link, Community Flu Shot Clinic, Phones Down at Village Offices, Street Sweeping Notice. Over 6,400 people were reached with a post regarding the proclamation presentation to Leah Hayes at the September 20th VB meeting.

Village YouTube Channel – The audio recording of the September 20th Village Board Meeting was uploaded to the site.



FINANCE DEPARTMENT STAFF REPORT

TO: Village President & Board of Trustees
FROM: Matt Anastasia, Finance Director
DATE: September 30, 2022

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

Tasks/Updates:

- **Annual Treasurer Report.** The annual Treasurer Report is due by October 31st each year. The FY2021-2022 Treasurer Report has been filed with Kane County and will be in the newspaper on October 6, 2022, as required by State Statute. The report has also been posted to the Village's transparency webpage.

Meetings:

- **IT RFQ Committee.** Alison, Chief, and myself met to go over our review of the RFQ's received for IT Services. The Village received 9 total RFQ's, and narrowed it down to 3 companies to solicit the RFP to. The next steps will be to notify each company, set up dates for them to come to the Village and do a walk-through interview of the Village's IT needs/set up before they submit their proposal.
- **Union Contract Proposal.** Brent, Chief and myself met to discuss the Union proposal and review the costs of the proposal and different scenarios.
- **IMAP Checklist Meeting.** Brett, Brad, Chief and myself met to go over the IMAP Checklist provided by IRMA. At the meeting, we determined which department would be responsible for each of the items on the list, and determined who would be the point person to compile everything to turn into the IRMA portal.

Conferences/Trainings/Seminars: None

Accounts Receivable through September 30, 2022:

	<u>As of September 30, 2022</u>	<u>As of September 30, 2021</u>
Account Billings:		
<i>Garbage Accounts</i>	3,293	3,272
<i>Water Accounts</i>	4,301	4,278
<i>Sewer Accounts</i>	4,026	4,003
<i>Road Maintenance</i>	3,474	3,453
<i>ACH Customers</i>	1,049	1,016
Delinquent Accounts:		
<i>1st Step - Late Bills</i>	622	616
<i>2nd Step - Delinquent Notice Sent</i>	47	56
<i>3rd Step - Tag Notice</i>	23	19
<i>4th Step- Water Shut-Off</i>	4	1
<i>Past Due Notices</i>	183	197
Active Payment Plans:	-	3
Outstanding Accounts Receivable:		
<i>After Hours Turn on Fee</i>	\$75.00	\$ -
<i>Construction Charge</i>	(22.50)	27.50
<i>Copper & Lead Sampling</i>	(10.00)	(20.00)
<i>Discount</i>	(10.00)	(58.00)
<i>Garbage</i>	5,575.54	5,649.91
<i>Hydrant Fees</i>	37.50	7.50
<i>Lien Fees</i>	-	-
<i>NSF Fee</i>	-	-
<i>Road Maintenance Fee</i>	2,073.81	2,029.33
<i>Sewer Maintenance</i>	6,415.84	6,814.59
<i>Sewer Usage</i>	12,682.87	14,542.84
<i>Shut-Off Fee</i>	35.00	70.00
<i>Tag Fee</i>	70.00	176.01
<i>Water Maintenance</i>	8,260.65	8,590.43
<i>Water Usage</i>	(5,142.70)	(1,301.39)
<u>Total Accounts Receivable</u>	<u>\$30,041.01</u>	<u>\$36,528.72</u>



COMMUNITY DEVELOPMENT DEPARTMENT

ACTIVITY REPORT

OCTOBER 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 & 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
- Prepared agenda material and attended Zoning Board of Appeals special meeting for appeals case
- 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 business owner about possible PUD amendment application
- Participated in economic development meeting

Building

- Issued building permit for multi-tenant commercial building (Sugar Grove Center Lot 17)

Property Maintenance/Code Enforcement

- Notified 2 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 30, 2022

Significant Police Events

- LIV Golf Invitational occurred September 12-18. Multijurisdictional agencies and sectors assisted with the event.

Conferences / Training / Seminars

- Police Law Institute monthly computerized training for September covered the following topics: recent decisions handed down by the U.S. Supreme Court with seven cases impacting law enforcement.
- Officer Juan Moreno continues in his In-Service Field Training program. Ofc. Moreno completed his second phase of the training on afternoon shift and has now moved into the 3rd phase of training occurring on the midnight shift.
- Monthly Defensive Tactics Training for September covered weapon retention.

Administrative

- September 7, Multi-jurisdictional public safety from police and fire along with the private entities met to review the latest operational plan for the upcoming LIV Golf Event.
- The Board of Police Commissioner held a special meeting on September 7. Chief Rollins participated in the meeting.
- A public safety working group meeting hosted by Chief Rollins with the U.S. host sites for the LIV Golf events took place virtually on September 8.
- September 12-18th, Sugar Grove Police Department participated in the LIV Golf Chicago Invitational held at Rich Harvest Farms.
- Chief Rollins participated in a virtual weekly staff meeting with Department Head Members and Alison updating each other on village initiatives and projects on September 14.
- The monthly adjudication hearing program was held on September 14 in the Village Hall Board room.

- September 15, Department Heads and the Village Administrator met virtually with President Konen as part of our on-going weekly collaboration.
- Chief Rollins participated in a virtual weekly staff meeting with Department Head Members and Alison updating each other on village initiatives and projects on September 21.
- Chief Rollins hosted a virtual Public Safety Working Group meeting on September 22nd. 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. A review of the Chicago Invitation occurred along with preparation for the Championship in Doral, FL were topics of the meeting. 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.
- An after-action meeting regarding food truck Friday took place on September 22.
- Chief Rollins participated in a virtual statewide intelligence meeting on September 22.
- Chief Rollins participated in a Special Board of Police Commission meeting on September 22. Commissioners interviewed a lateral police officer candidate for the open police officer position.
- September 23, Alison Murphy, Brad Merkel, and Chief Rollins participated in a meeting for custodial services proposals for municipal facilities as our current vendor is retiring in a few months.
- September 27 a meeting occurred in preparation for union contract negotiations. In attendance, were Chief Rollins, Brent Eichelberger, and Matt Anastasia.
- Chief Rollins participated in a virtual weekly staff meeting with Department Head Members and Alison updating each other on village initiatives and projects on September 28.
- September 29, Department Heads and the Village Administrator met virtually with President Konen as part of our on-going weekly collaboration.
- A Village Executive Safety Committee meeting occurred on Thursday, September 29.
- September 30, members of the Sugar Grove Police Department participated in an active intruder drill held at Harter Middle School.

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 Granart near Camp Dean.

- 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 September 26, the last weekly test.

Upcoming Activities:

- None at this time

Village of Sugar Grove
Public Works Department

MEMORANDUM

September 29, 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 September 22, 2022 Michael Cassa and I attended the DICE Midwest 2022 Data Center Conference. The topic was incoming Data Center demand, Data Center Opportunities, Developments, Site Selection and Operations. This was a very interesting seminar that relayed the potential for sighting a data center. The State of the Midwest Market: Regional Activity and Future Outlook in Chicago and the Midwest. The region is well positioned to benefit from the incoming data center demand.

On September 20, 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 September 29, 2022 I along with other Village staff met to finalize the Village Engineer Position job posting, the position has been posted.

Fays Lane & Whispering Oaks Water Main Replacement Project:

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

Annual Road Program:

The concrete and paving portion of the project is complete. Crack filling and landscaping are scheduled to be completed by the middle of October.

Fire Hydrant Painting Project:

This project is complete, a total of 239 Fire Hydrants have been painted.

Public Works Flooring Project:

The contractor started replacing the floor on Monday September 26th, the project is 50% complete.

Future Village Hall:

Framing, electrical rough in, low voltage, insulation and drywall have been completed. The following items are scheduled to be completed within the next month. Paint, sprinkler

system, drop ceiling, electrical/Plumbing trim, doors/trim, flooring and low voltage. The tentative completion date is November 1st.



Public Works Field Operations:

Staff removed 5 dead parkway trees.

Staff completed a total of 199 JULIE tickets since the last report.

Staff repaired 38 Street Lights.



ECONOMIC DEVELOPMENT DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees

FROM: Michael Cassa, Economic Development Director

Date: September 30, 2022

Summary of Projects/Prospects:

BEI Property- follow up with prospective developer.

CAM Development- follow up with potential retail/restaurant tenants.

Cushman & Wakefield- scheduling meeting with industrial brokers.

Prairie Grove Commons- on-going follow up with developers and tenants.

Rosewood Farm- visited recently opened event venue on September 30.

Shanahan & Sons- met with company officials to discuss development opportunities.

Sugar Grove Center- groundbreaking ceremony scheduled for October 17.

Wiedner Property- met with NAI Hiffman to discuss interest from potential developer buyers.

Marketing and Outreach:

Basic Economic Development Course- Melissa Pendergrast will be attending BEDC, October 17-21.

DICE Midwest- attended the data center conference in Chicago on September 22.

EDC Website- staff will be selecting a web design firm in early October.

Illinois Economic Development Association- led a statewide strategic planning session on September 29.

Valley Industrial Association- attended the VIA Annual Meeting in Wheaton on September 28.

Village of Sugar Grove Initiative Update October 4, 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.
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 was on the September 20, 2022 agenda for further Board discussion. Staff is researching food requirement options for On Premise licenses.
A3	Implement Laserfiche Electronic Document System Village Wide		\$ -		Staff from all departments are trained and using Laserfiche to manage electronic documents.	Staff is working with the consultant to finalize training materials for Village documents.
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 Village received nine responses for the Request for Qualifications. Staff has review the responses and has selected three vendors to move to the RFP phase.
A6	Review Custodial Services	3	\$ -		Provide recommendation for provider and/or service level.	Staff has finalized an RFP for custodial services.
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; Community Workshop #3 October 13, 2022
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	VB directed staff to proceed September 20, 2022
CD5	Update Zoning Ordinance - Big Box Industrial		\$ 500		VB approved Ordinance.	
CD6	Update Zoning Ordinance - Data Centers		\$ 500		VB approved Ordinance.	Returned back to PC, public hearing scheduled for October 19, 2022
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		Village Board approval of a program.	Village Board approved the 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		\$ -		Presentation to VB	Made presentation to Village Board on September 20, 2022.
ED5	Develop a marketing strategy that includes a new website.		-		Presentation to Village Board.	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 October 4, 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.	I have registered for Phase I of the IMTA Institute held November 13-17, 2022 in Bloomington, IL
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. PD will have a resolution prepared with the vendor to provide body worn cameras and other peripherals equip,ment and software.
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. PD is awaiting the move into the other side of the building and will schedule out a mock assessment, followed up with the official assessment
PD6	Patrol & Sergeant Contracts Renewal		\$ 7,500		Village Board and Union approved contracts.	First meeting with the Patrol Unions was held on August 31. The Patrol Union provided their desired changes to the contract. Staff has been preparing a response for the next meeting and Staff will be asking the Board for direction on the monetary items under consideration.
PW1	Conduct Water Works Needs Assessment	16	\$ 143,579		Complete Assessment in coordination with CMAP Comp. Plan Update and present to Board	Waiting on additional study from ISWS.
PW2	Conduct Sanitary Sewer Needs Assessment	16	\$ 50,000		Collection of all individual reports into one and presented to Board.	Waiting on additional information from Fox Metro.
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.	Phase II Engineering approved at the 09/20/2022 Board Meeting. Draft IGA's have been sent to our partners. Follow Up Meeting held with our partners on 09/30/2022.
PW6	Safe Routes to School ITEP Project	12	\$ 218,000		Complete Engineering and Construction of Safe Routes to School ITEP project.	Phase II Engineering approval at the 09/20/2022 Board Meeting. Sent to IDOT for approval.

Village of Sugar Grove Initiative Update October 4, 2022

Initiative		Time in Months	Estimated Cost	Actual Cost	FY 22-23 Departmental Measurable Objective	Update
PW7	Crosswalk across US 30 at Municipal Drive	24	\$ 144,760		Installation and Completion of a Crosswalk at US-30 and Municipal Drive.	Discussion at 10/04/2022 Board Meeting.