



ADMINISTRATION DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees
FROM: Brent Eichelberger, Village Administrator
DATE: October 14, 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.

Kaneland Municipal Officials Meeting – Along with representatives of Maple Park, Elburn, and Kaneville, I attended this meeting. I shared updates on our residential permits, Prairie Grove Commons, Lot 17, and Burnt Barrel Social. Kaneland provided updates on enrollment (-1.6%), their IgKnight Academy, Capital Projects, and their Master Facility plan.

Senator Durbin – Metro West hosted a meeting with Senator Durbin where I was able to talk about the Village's need for funding to develop near the I-88 Interchange to provide a diversified tax base.

Representative Underwood – At a meeting of district officials I was able to remind Representative Underwood of the Villages needs.

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. The tentative occupancy date is December 1, 2022.

Patrol Union Contract Negotiations – Staff will be following up on the initial proposal from the union to the Village Board in Closed Session.

Blackberry Creek Bike/Pedestrian Bridge – The IGA for Bridge Maintenance among the Township, Park District and the Village is on the October 18th agenda for approval. Work on the two remaining agreements continues.

Comcast – A meeting is scheduled for next week.

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.

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
- Comcast Franchise Agreement
- Selling Village Property at the NW Corner of US 30 & Municipal
- Custodial Services Contract

2023 Consolidated Election Petitions – Information for the April 4, 2023 Consolidated Election has been posted to the Village website. Three (3) Trustee positions will be on the ballot.

Board of Police Commissioners – A call for interested volunteers for the Board of Police Commissioners has been issued. Applications are currently being received and reviewed.

Social Media – Fifteen Facebook posts were published in the past two weeks including Village Board Agenda, Special Plan Commission Meeting Agendas, Street Sweeping Notice, Petitions for Board Candidates Now Available, Crack Sealing, Fire Prevention Week, Offices Closed for Columbus Day, Comp Plan Steering Committee Meeting Agenda, Town Center Meeting Agenda, Chelsea Commons Trunk or Treat event, Police Commissioner Applications, Kane County Clerk's link – Election 5 weeks away.. Over 3,400 people were reached with a post regarding this year's Halloween Trick or Treating recommended hours of 4-7 on 10/31.

Village YouTube Channel – The audio recording of the October 4th Village Board Meeting was uploaded to the site.



FINANCE DEPARTMENT STAFF REPORT

TO: Village President & Board of Trustees
FROM: Matt Anastasia, Finance Director
DATE: October 14, 2022

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

Tasks/Updates:

- **Utility Rate Committee.** Every 3 years, the Village must host a Utility Rate Committee meeting, per a settlement with Prestbury Association from September 1994. This committee is an advisory committee, that goes over the next 3-years of Water and Sewer Rates with input from all members. There are 7-9 members, with a minimum 3 appointed by the Prestbury Citizens Association of residents, and the rest appointed by the Village President. Staff is in the process of confirming with Prestbury their appointments, the Committee appointments will be on the November 1st Board meeting to be approved.
- **TIF #1 & TIF #2 Annual Reports.** I have completed and uploaded the TIF Annual Reports for FY2021-2022 to the Illinois Comptroller website on October 10, 2022. The reports are required to be submitted to the Comptroller by October 31, 2022. The next step will be for CD Director Magdziarz to schedule the Joint Review Board meetings for each TIF with the taxing districts within the TIF.

Meetings:

- **CIP Committee.** The Committee met to go over the final project descriptions and any final questions. I will begin to compile all the information into a final document for presentation to the Board end of November/beginning of December.
- **IRMA Board of Director's Meeting.** I attended the quarterly IRMA Board of Director's meeting virtually. The main points of topic from the agenda were the 2023 Preliminary Budget and 2023 Personnel Report. These two discussed the CPI increase for Salary Ranges (4.5%), Merit Increases (4%) and Bonus Pool (\$20,000).
- **160 Municipal – New VH Walk-Through.** Alison and I did a walk-through of the 160 Municipal building to take measurements for some furniture items and TV locations.



COMMUNITY DEVELOPMENT DEPARTMENT

ACTIVITY REPORT

OCTOBER 2022

To: President Konen and the Board of Trustees

From: Walter Magdziarz, Community Development Director

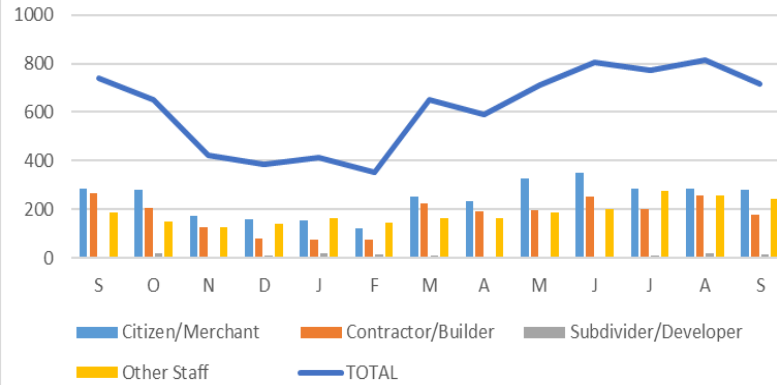
Since our last report, Community Development Department has been involved with the following activities:

- Summary of Permit, Plan Review, Inspection and other activity:**

	2022		2021	
	September	FYTD	September	FYTD
TOTAL PERMITS	45	302	88	349
Residential	3	13	0	2
Commercial	1	1	0	1
All Other Construction	41	288	88	346
CONSTRUCTION VALUE	\$ 1,405,546	\$ 8,277,051	\$ 1,488,372	\$10,290,932
TOTAL NUMBER OF INSPECTIONS	227	1,102	234	956
Property Maintenance	46	231	64	282
MOWING ORDERS	8	97	31	74
Sign removed	5	48	29	149
COMPLETION CERTIFICATES ISSUED	5	12	2	10
PLAN REVIEWS	69	481	125	511
Zoning	24	181	37	162
Building	45	302	88	349
COMPLAINTS	0	42	16	89
Verified	0	40	16	89
Corrected	0	39	16	89
REQUESTS FOR INFORMATION	716	3,820	543	3,491
Residents/Merchants	282	1,525	247	1,512
Builder/Contractor	176	1,081	140	987
Subdivider/Developer	14	52	4	59
Other Village staff	244	1,162	152	933
FOIA Requests	0	17	0	9
Miles Driven	1,118	5,231	1,462	5,077

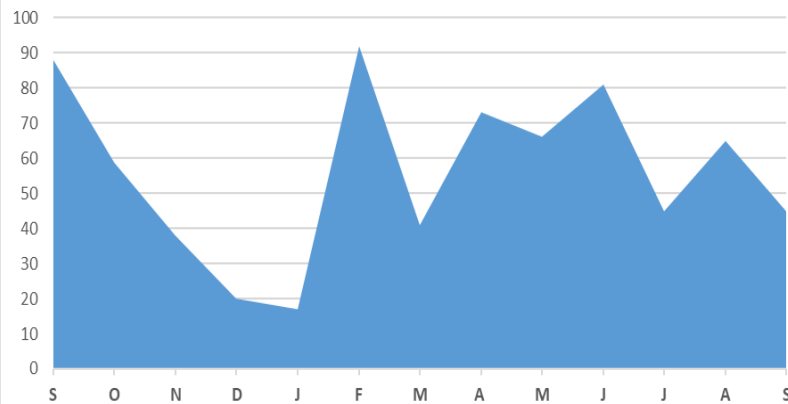
REQUESTS FOR INFORMATION

(September 2021 thru September 2022)



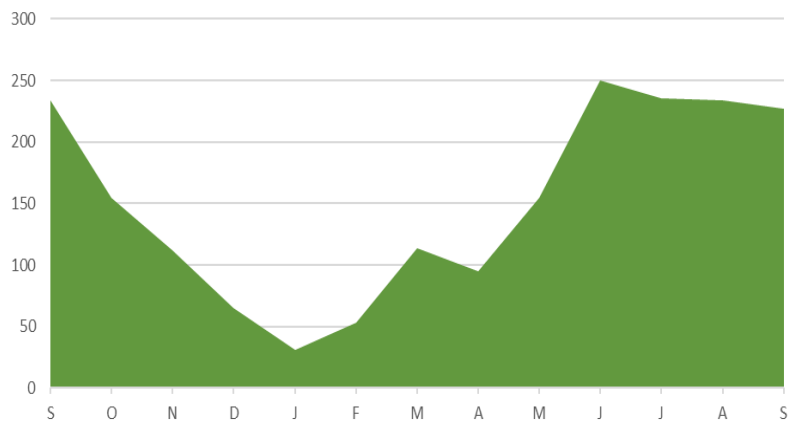
TOTAL PERMITS ISSUED

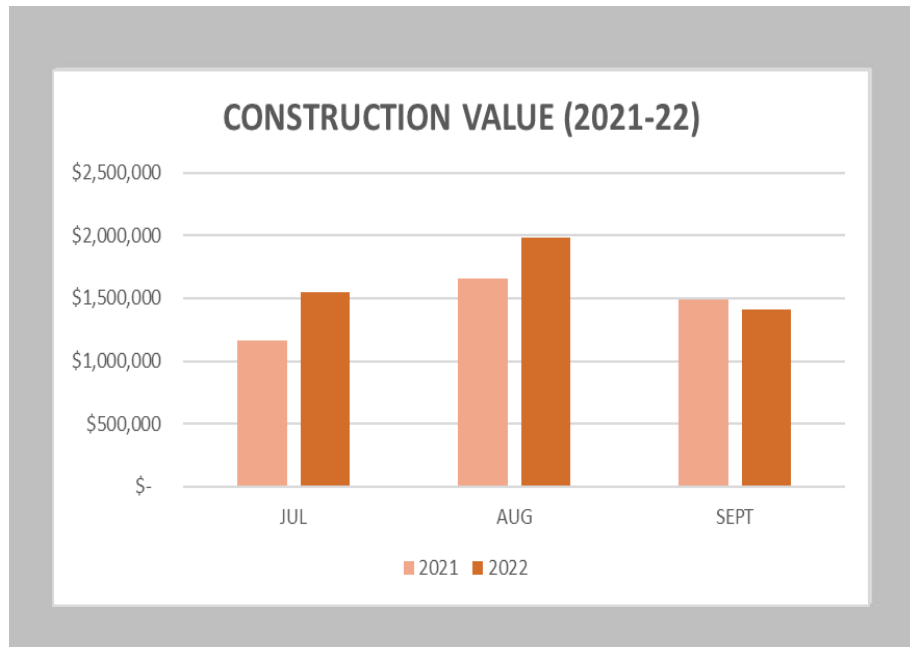
(September 2021 thru September 2022)



NUMBER OF INSPECTIONS

(September 2021 thru September 2022)





Activity highlights.

Planning & Zoning

- Prepared agenda material and attended Village Board meetings
- Prepared agenda material and attended Planning Commission meetings
- Participated in weekly management meetings
- Coordinated preparation of final documents for Prairie Grove Commons
- Issued 2 Special Event permits

Building

- Responded to Ryan Homes inquiry about several sidewalk issues
- Issued building gpermit for Burnt Barrel remodeling

Property Maintenance/Code Enforcement

- Removed 1 sign from right-of-way



ECONOMIC DEVELOPMENT DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees

FROM: Michael Cassa, Economic Development Director

Date: October 14, 2022

Summary of Projects/Prospects:

Cushman & Wakefield- scheduled meeting with property owner client for October 19, 2022

Daybreak Property- scheduling follow up meeting with new owner of property on Wheeler Road

ISA- Met with data center site consultant that represents companies such as Microsoft

Jones Lang LaSalle- met with JLL data center team

Prairie Grove Commons- on going follow up

Sugar Grove Center- planning October 17 groundbreaking ceremony

Wiedner Property- met with prospective buyer on October 17

Marketing and Outreach:

Basic Economic Development Course- Melissa Pendergrast attending training program October 17-21

Basic Economic Development Course- Michael Cassa leading panel discussion on October 21

Data centers- completed research on building height requirements

Economic Development Corporation Website- reviewing agreement with web design company

International Council of Shopping Centers- attending October 20 ICSC-Central show at Navy Pier

Town Center- next committee meeting is on October 17 to review on going work on brochure



POLICE DEPARTMENT STAFF REPORT

TO: PRESIDENT & BOARD OF TRUSTEES
FROM: PAT ROLLINS, CHIEF OF POLICE
DATE: OCTOBER 13, 2022

Significant Police Events

Conferences / Training / Seminars

- Police Law Institute monthly computerized training for October covers the following topics: Psychology of Domestic Violence, orders of protection, mandated duties, and the crime of domestic battery.
- Officer Juan Moreno continues in his In-Service Field Training program. Ofc. Moreno is completing his third phase of the training on the midnight shift. He is anticipated to begin the shadow phase with another FTO in the next couple of weeks.
- Monthly Defensive Tactics Training for October covers edge weapon defensive techniques.

Administrative

- October 4, Chief Rollins participated in a software demonstration at Tri-Com regarding cameras and technology.
- Chief Rollins participated in a virtual weekly staff meeting with Department Head Members and Alison updating each other on village initiatives and projects on October 5.
- An active action public safety working group meeting was held on October 5, as it was hosted at the fire department. Kane County Emergency Management coordinated the meeting reference an after-action draft report that was presented. Additional input for the report is still occurring by the public safety agencies.
- Chief Rollins, Village Administrator Brett Eichelberger, and Finance Director Matt Anastasia had a follow-up meeting on the patrol contract union negotiation financials.

- Chief Rollins participated in an after-action meeting regarding Food Truck Friday with all Village Departments represented along with the Village President on October 7.
- Chief Rollins virtually participated in the Kane County DUI Task Force on October 6.
- Chief Rollins attended the Tri-Com Executive Special Board meeting on October 11 at Tri-Com.
- Chief Rollins represented Sugar Grove police department at the Tri-Com Joint Fire/Police operations meeting held at the St. Charles PD on October 11.
- Chief Rollins participated in a virtual weekly staff meeting with Department Head Members and Alison updating each other on village initiatives and projects on October 12.
- The monthly adjudication hearing program was held on October 12 in the Village Hall Board room.
- October 13, Department Heads and the Village Administrator met virtually with President Konen as part of our on-going weekly collaboration.

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.

Emergency Preparedness:

- Emergency Warning Sirens monthly and weekly testing continues. They are functioning properly as of October 11, the last weekly test.

Upcoming Activities:

- DEA Prescription Drug Take-Back Initiative program October 29, 10am-2pm.

Village of Sugar Grove
Public Works Department

MEMORANDUM

October 12, 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 October 4, 2022 I along with other Village staff and the Sugar Park District met with EEI staff to discuss the water main relocation plans for the section of Dugan Woods that includes the creek crossing through the park. EEI is finalizing the Project Plans and Specs so the project can be put out to bid.

On October 5, 2022 I along with other Village staff and Michele Piotrowski to work on the Village CIP. Project descriptions, cost estimates and pictures are currently under review.

Fays Lane & Whispering Oaks Water Main Replacement Project:

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

Annual Road Program:

This Project is substantially complete.

Public Works Flooring Project:

This project is complete.

Future Village Hall:

Paint is done, 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 15, 2022.

Police Department Fence Project:

This project is scheduled to start next week with the Pillars and the electric.

Public Works Field Operations:

Staff repaired a broken water main on Snow, a 6" stainless repair clamp was installed.

Staff removed 2 dead parkway trees.

Staff completed a total of 195 JULIE tickets since the last report.

Staff repaired 2 Street Lights.

Staff has started to prepare the Snow & Ice Control Fleet for winter operations.

	Current FY September - 22	Previous FY September - 21	Current Fiscal YTD
JULIE Tickets	392	324	1312
Total Distribution Pumpage (1,000 gallons)	26MG	27MG	391MG
Max Daily Pumpage	1.2MG	1.3MG	na
Average Daily Pumpage (1,000 gallons)	.835MG	.862MG	na