



ADMINISTRATION DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees
FROM: Brent Eichelberger, Village Administrator
DATE: October 28, 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.

Health Insurance Renewal – Finance Director Matt Anastasia and I met with our health insurance broker to review 2023 renewal options. Premium increases should average around 5.8%.

Comcast Franchise Agreement – Following a meeting with Comcast, Elburn and our joint consultant that PW Director Tony Speciale attended, we had an internal meeting without Comcast. Our consultant is preparing a revised draft agreement in anticipation of a follow-up meeting with Comcast in late November.

Patrol Union Contract Renewal – The next bargaining session is scheduled for November 8.

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

IT Services Contract – The three firms selected from the RFQ process were given a tour of the Village's IT systems. Their proposals are due in a few weeks after which staff intends to make a recommendation to the Village Board.

88 & 47 TIF Eligibility Study - Staff has received and reviewed the draft study and had minimal questions. The consultant will update the draft if appropriate.

Board of Police Commissioners – A call for interested volunteers for the Board of Police Commissioners has been issued. The first vacancy is schedule to be filled at the November 1 Village Board meeting. Applications are currently being received and reviewed for the second vacancy.

160 Admin/Finance Relocation – Work continues. The tentative occupancy date is still December 1, 2022.

Upcoming Agenda Items – Administration staff is actively involved in the following items that are anticipated to be before the Board in the next few 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
- Amending the Liquor License Ordinance
- Data Center District Zoning Amendment
- Video Gaming Café's
- Patrol Union Contract Renewal

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.

Social Media – Eleven Facebook posts were published in the past two weeks including Village Board Agenda, Special & Regular Plan Commission Meeting Agendas, Open Burning Regulations Reminder, Police Commission Meeting Cancellation, Board of Police Pension Meeting Cancellation and Special Meeting Date, Prescription Drug Take Back Event, Hydrant Flushing Notice, Last Day for Yard Waste Notice. Over 480 people were reached with a post of a Kane County Clerk's link – Additional Early Voting Locations.

Village YouTube Channel – The audio recording of the October 18th 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 28, 2022

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

Tasks/Updates:

- **Utility Rate Committee 2022-2023.** The Utility Rate Committee meeting has been scheduled for December 13, 2022 at 1:30pm.

Meetings:

- **Police Pension Board.** This was the first meeting held since the transfer of assets to the downstate Pension Consolidated Fund, where the new investment reports and statements were reviewed. The Board also reviewed and approved the May 1, 2022 Actuarial Valuation and Tax Levy request. The 2023 calendar was approved with the meetings happening the third Friday of January, April, July and October.
- **TIF #1/TIF #2 Project Planning.**

Conferences/Trainings/Seminars:

BS&A Annual User Conference, Savannah, GA – October 16th-19th, 2022

I attended the BS&A Annual Conference where there were over 150 attendees from all over the country, all of which were BS&A users. This conference is extremely beneficial to learn the ins and outs of BS&A at a more personal level as all of their implementation specialists and trainers are in attendance. You are able to get more one on one time with entity specific questions. This also allows you to network with other BS&A customers from Illinois as well as other States. This helps expand the network of resources for any questions or situations which happen at the Village.

Accounts Receivable through October 31, 2022:

| | <u>As of October 31, 2022</u> | <u>As of October 31, 2021</u> |
|--|--------------------------------------|--------------------------------------|
| Account Billings: | | |
| <i>Garbage Accounts</i> | 3,296 | 3,279 |
| <i>Water Accounts</i> | 4,304 | 4,287 |
| <i>Sewer Accounts</i> | 4,029 | 4,012 |
| <i>Road Maintenance</i> | 3,478 | 3,460 |
| <i>ACH Customers</i> | 1,041 | 1,016 |
| Delinquent Accounts: | | |
| <i>1st Step - Late Bills</i> | 759 | 693 |
| <i>2nd Step - Delinquent Notice Sent</i> | 32 | 34 |
| <i>3rd Step - Tag Notice</i> | 15 | 17 |
| <i>4th Step- Water Shut-Off</i> | 2 | 4 |
| <i>Past Due Notices</i> | 186 | - |
| Active Payment Plans: | - | 1 |
| Outstanding Accounts Receivable: | | |
| <i>After Hours Turn on Fee</i> | \$ - | \$150.00 |
| <i>Construction Charge</i> | - | 27.50 |
| <i>Copper & Lead Sampling</i> | (10.00) | (20.00) |
| <i>Discount</i> | (13.00) | (4.00) |
| <i>Garbage</i> | 6,646.24 | 8,578.11 |
| <i>Hydrant Fees</i> | 90.00 | 12.50 |
| <i>Lien Fees</i> | - | - |
| <i>NSF Fee</i> | 35.00 | 35.00 |
| <i>Road Maintenance Fee</i> | 2,399.54 | 3,097.27 |
| <i>Sewer Maintenance</i> | 7,631.66 | 9,830.46 |
| <i>Sewer Usage</i> | 14,220.96 | 17,375.57 |
| <i>Shut-Off Fee</i> | 70.00 | 70.00 |
| <i>Tag Fee</i> | 28.22 | 276.66 |
| <i>Water Maintenance</i> | 9,805.24 | 12,078.34 |
| <i>Water Usage</i> | (3,300.84) | 4,329.69 |
| <u>Total Accounts Receivable</u> | <u>\$37,603.02</u> | <u>\$55,837.10</u> |



COMMUNITY DEVELOPMENT DEPARTMENT

ACTIVITY REPORT

NOVEMBER 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 meetings
- Attended Town Center Committee meeting
- Attended Comp Plan Steering Committee meeting
- Consulted with business owner about possible PUD amendment application
- Coordinating revision process for Prairie Grove Commons Annexation Agreement Amendment and PUD documents; meetings with developer
- Attended Sugar Grove Center Lot 17 groundbreaking
- Participated in economic development meeting
- Collaborating with property owner on resolution of site planning issues for new building behind Burnt Barrel Social

Building

- Bid adieu to plumbing inspector, Tom Jungels . Tom is retiring and has been the Village's plumbing inspector since 1991
- Continue to encounter grading issues on Ryan Homes' lots in Settlers Ridge, collaborating with Village Engineer on solutions

Property Maintenance/Code Enforcement

- Monitoring slow progress at 6 Main Street with compliance with Special Use Permit conditions of approval; referring matter to Hearing Officer for final resolution
- Approved 2 Special Event Permit applications



POLICE DEPARTMENT STAFF REPORT

TO: PRESIDENT & BOARD OF TRUSTEES
FROM: PAT ROLLINS, CHIEF OF POLICE
DATE: OCTOBER 28, 2022

Significant Police Events

- None to report

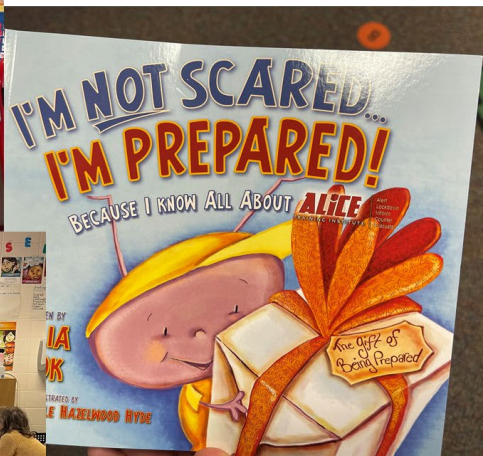
Conferences / Training / Seminars

- Police Law Institute monthly computerized training for October covered 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. The next phase of training will be the shadow phase. This phase of the training is readying him to be capable of deploying on his own.
- Monthly Defensive Tactics Training for October covered edge weapon/spontaneous knife response defensive techniques.
- Chief Rollins attended the International Chiefs of Police annual conference from October 15-18 held this year in Dallas, Texas. Chief Rollins attended numerous training sessions on executive leadership, after action debriefings to many high-profile events that occurred across the country the past couple of years, public information updates and numerous other topics. In addition, Chief Rollins met with many vendors providing specialized services and equipment that were present for the conference.

Administrative

- 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 19.
- Alison Murphy and Chief Rollins along with our IT contractor met with a vendor regarding providing Informational Technology services to the Village on October 20.

- Chief Rollins attended the Tri-Com Structural Executive Committee meeting on October 21 held at the Geneva Fire Department Headquarters. Tri-Com is reviewing many of the structural documents and IGAs to update the current practice and procedures into an updated formal written document.
- Chief Rollins along with Brad Merkel, public works staff members met with a vendor regarding custodial services for the village. Our current provider is retiring at the end of the year.
- Chief Rollins participated in a virtual training on October 25 regarding the Pre-Trial Fairness Act that is going into effect on January 1, 2023. Cashless bail and arrestable offenses with changes in how law enforcement services are delivered.
- Alison Murphy, Matt Anastasia and Chief Rollins along with our IT contractor met with two more vendors regarding providing Informational Technology services to the Village on October 25.
- Officer Grutzius attended a two-day (October 25-26) Instructor Class for firearms simulation virtual training. He is qualified to instruct fellow department members using the Meggitt F.A.T.S system.
- Chief Rollins and Fire Chief Moran participated in a hands-on training and scenarios in Frankfort, IL on October 26. The Active Threat Command and Control Class provided opportunities to simulate a large-scale active intruder operation and mitigating the incident. Both Chief Rollins and Chief Moran separately were the Incident Commanders for the various drills in our respective rolls. Overseeing and directing the large contingency of fire and police personnel during the drills at Lincoln Way North High School in Frankfort.
- October 27, Department Heads and the Village Administrator met virtually with President Konen as part of our on-going weekly collaboration.
- On October 28, Sugar Grove Police Officers (Sgt. Alcaraz and Officer Moreno) are spending the full day at John Shields Elementary reading to every class a book regarding ALICE training. This is preparation to an ALICE Drill schedule for next week.



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 24, 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 27, 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 17, 2022 I along with Village Officials and other Village staff attended the Sugar Grove Center Ground Breaking Ceremony.

On October 19 & 27, 2022 I along with other Village staff met with the Village of Elburn to discuss the Comcast Agreement. Our consultant Stu Chapman is working on the agreements for us.

On October 20, 2022 I attended the KKCOM Transportation Policy Committee Meeting, the agenda included the following. FFY23-27 STP-L Active and Contingency Programs, IDOT Updates and CMAP Updates.

On October 20 & 27 Brad Merkel and I attended the ISAWWA Fall Regulatory Update, the update including the following: Trending issues in Source Water and Waste Water, IEPA & USEPA updates, Lead & Copper Program Changes and PFAS Updates.

STP-Local Program:

On October 12, 2022 the CMAP Board and MPO Policy Committee approved the FFY2023-2027 STP-Local Programs Grants, Main St and Norris Road Resurfacing are included in the Program. Prairie Street Resurfacing - IL 47 to Gordon Road, Hanks Road Resurfacing and Merrill Road Resurfacing - Village Limits to Bliss Road are in the contingency program. If funds become available, they will be moved into the regular program.

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.

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 30, 2022.

Police Department Fence Project:

This project has been delayed due to materials not arriving and is now scheduled to start next week with the Pillar and the electric.

50/50 Parkway Tree Program:

The 50/50 Parkway Tree Program is complete, a total of 29 parkway trees have been planted this fall.

50/50 Sidewalk Program:

The 50/50 Sidewalk Program is complete, a total 19 concrete squares have been replaced by PW Staff.

Public Works Field Operations:

Staff Repaired 1 broken b-box.

Staff completed fall cleaning of the Lift Station wet-wells.

Staff removed 1 parkway tree damaged by an automobile accident, a replacement tree is scheduled to be installed the week of November 7th.

Staff completed a total of 155 JULIE tickets since the last report.

Staff repaired 19 Street Lights in preparation for Halloween.

Staff has completed the PM of Snow & Ice Control Fleet for winter operations.



ECONOMIC DEVELOPMENT DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees

FROM: Michael Cassa, Economic Development Director

Date: October 27, 2022

Summary of Projects/Prospects:

BEI- Follow up with developer interested in the BEI site

Cushman & Wakefield- Met with property owner client on October 19

Hillwood Development- meeting with developer on November 4

Jones Lang LaSalle- met with Sean Reynolds, Midwest Data Center Team Leader, on October 19

Oliver Hoffmann- Meeting with new owner of Wheeler Road property on November 15

Prairie Grove Commons- on going follow up

Sugar Grove Center- Groundbreaking ceremony held on October 17

Marketing and Outreach:

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

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

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

NextSite- met with Charles Branch on October 20 at the ICSC show

Revv Aviation- attending open house at Aurora Municipal Airport on November 7