



ADMINISTRATION DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees
FROM: Brent Eichelberger, Village Administrator
DATE: November 11, 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.

Old Second Bank Ribbon Cutting – Administrator Eichelberger attended the event at their new location.

Revv Open House – Administrator Eichelberger attended the open house of the remodeled facilities.

140 Police Addition/Remodel – Staff held separate initial meetings with the two architectural firms to discuss scope of work and approach.

Patrol Union Contract Renewal – The parties reached a tentative agreement in one bargaining session. Village Board approval is planned for the December 6 meeting.

Village Salary Matrix – Administration and Finance have spent dozens of hours collecting and analyzing data to develop a three-year plan to fairly compensate employees while maintaining fiscal responsibility.

Investment Committee – Administrator Eichelberger participated in the most recent meeting. Rising interest rates will result in increased investment income. The next rollover of investments will take advantage of the current inverted yield curve while maintaining the overall ladder approach.

Corn Boil – Administration met with CD and PD to discuss a planned email to the Corn Boil Committee to improve the Special Event approval process.

IT Services Contract – The three firms selected from the RFQ process have submitted their proposals. Staff intends to make a recommendation to the Village Board at the December 6 meeting.

88 & 47 TIF Eligibility Study – The draft study is complete and will be presented at the November 15 Board meeting.

Amending the Liquor License Ordinance – Two options for food requirements, and a waiver, have been drafted for Board discussion on November 15.

Video Gaming Café's – Staff continues to regularly receive inquiries from prospective proprietors. Board discussion is scheduled on November 15.

Board of Police Commissioners – Applications for the Board of Police Commissioners are under review with an appointment expected in December.

Data Center District Zoning Amendment – CD took the latest draft through Plan Commission and it is on the November 15 Board agenda for discussion.

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:

- Blackberry Creek Bike/Pedestrian Bridge Project
- IT Services Contract
- Comcast Franchise Agreement
- 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.

Social Media – Eight Facebook posts were published in the past two weeks including Village Board Agenda, Hydrant Flushing Notice, Open Burning Regulations, 2023 Village Meeting Calendar, Town Center Meeting Agenda, Daylight Saving Time Ends, Comp Plan Community Workshop 11/9 Canceled. Over 1,700 people were reached with a post about the Pumpkin Composting event on November 5th.

Village YouTube Channel – The audio recording of the November 1st Village Board Meeting was uploaded to the site.



FINANCE DEPARTMENT STAFF REPORT

TO: Village President & Board of Trustees
FROM: Matt Anastasia, Finance Director
DATE: November 11, 2022

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

Tasks/Updates:

- **3-Year Salary Plan.** I have been working, in conjunction with the Administration Department, on creating a 3-year salary plan for non-represented employees. This plan will incorporate the new salary survey data collected by Administration, will create a 3-year plan for each job title in the Village. This has taken a majority of my time the last two weeks and is scheduled to be discussed at the next Board meeting.
- **6-Month FY22-23 Budget Update.** The 6-Month budget projections update first draft has been completed and review by Finance is in process. This will be on the agenda for the next Board meeting.
- **CIP Plan.** I have continued to work on gathering all the information and creating the Capital Improvement Plan for the Village. This plan will encompass 5-years of projects throughout each department. This is scheduled to be presented to the Board in January 2023.

Meetings:

- **3-Year Salary Plan.** Meetings were happening almost daily to refine the plan, review the salary data and create the ranges.
- **Investment Committee Meeting.** President Konen, Administrator Eichelberger and myself met with representatives from PMA Financial to discuss the Village's investments. It was consensus to use the recent maturities and liquid cash to invest in the short-term to capture the high interest rates. These funds will mature again in 6-12 months and be reviewed as to what to do next.
- **TIF#1 Future Project Planning.** Staff met to discuss the future of TIF #1 projects, with a recommendation on the Board agenda for November 15, 2022.
- **IRMA Executive Safety Committee.** Finance Department has begun the IRMA Executive Safety Committee meetings again with every department. These meetings are held

quarterly, where we discuss trainings, accidents, safety items, etc. which are recorded and used to help with out IRMA premiums.

- **Patrol Officer Union Negotiations.** The Patrol Officer union contract is set to expire April 30, 2023. Chief Rollins, Administrator Eichelberger and myself have been working on negotiation prep ahead of the Chief's negotiation meeting with the Union on November 8, 2022. There was success and the Village and Union were able to come to an agreement. The contract will be on the December 6, 2022 meeting for ratification by the Village Board.
- **IT RFP Response Meeting.** Alison Murphy, Chief Rollins and myself met to go over the 3 IT RFP finalist proposals. There were some clarification questions we all had for each of the respondents. Alison is working on getting those answered, and we plan to have this on the December 6, 2022 meeting agenda with a recommendation for approval.



COMMUNITY DEVELOPMENT DEPARTMENT

ACTIVITY REPORT

NOVEMBER 2022

To: President Konen and the Board of Trustees

From: Walter Magdziarz, Community Development Director

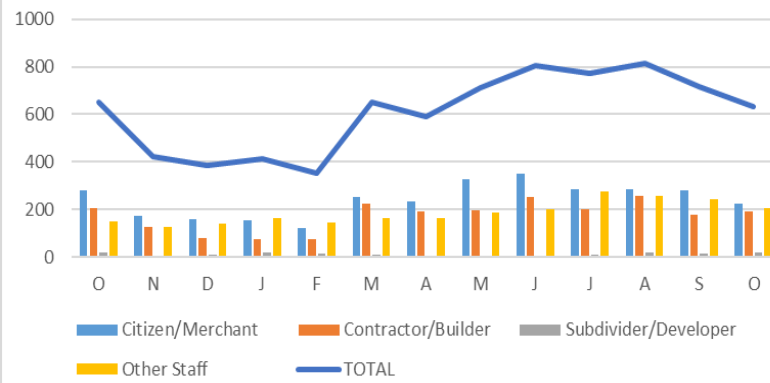
Since our last report, Community Development Department has been involved with the following activities:

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

	2022		2021	
	October	FYTD	October	FYTD
TOTAL PERMITS	35	337	59	408
Residential	2	15	1	3
Commercial	0	1	0	1
All Other Construction	33	321	58	404
CONSTRUCTION VALUE	\$ 1,826,381	\$ 10,103,432	\$ 1,688,266	\$ 11,959,198
TOTAL NUMBER OF INSPECTIONS	188	1,290	155	1,111
Property Maintenance	36	267	3	285
MOWING ORDERS	0	97	2	76
Signs removed	28	76	2	151
COMPLETION CERTIFICATES ISSUED	2	13	1	11
PLAN REVIEWS	51	532	77	588
Zoning	16	195	18	180
Building	35	337	59	408
COMPLAINTS	0	42	3	92
Verified	0	42	3	92
Corrected	0	42	3	92
REQUESTS FOR INFORMATION	634	4,454	653	4,144
Residents/Merchants	224	1,749	281	1,793
Builder/Contractor	189	1,270	204	1,191
Subdivider/Developer	18	70	17	76
Other Village staff	203	1,365	151	1,084
FOIA Requests	0	17	2	11
Miles Driven	1,079	6,310	1,160	6,237

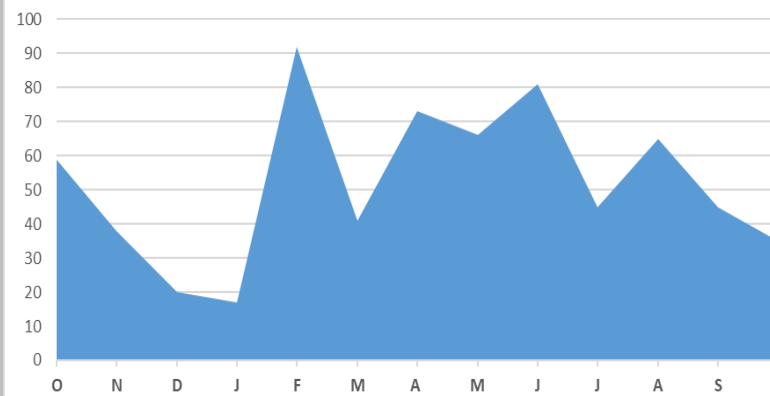
REQUESTS FOR INFORMATION

(October 2021 thru October 2022)



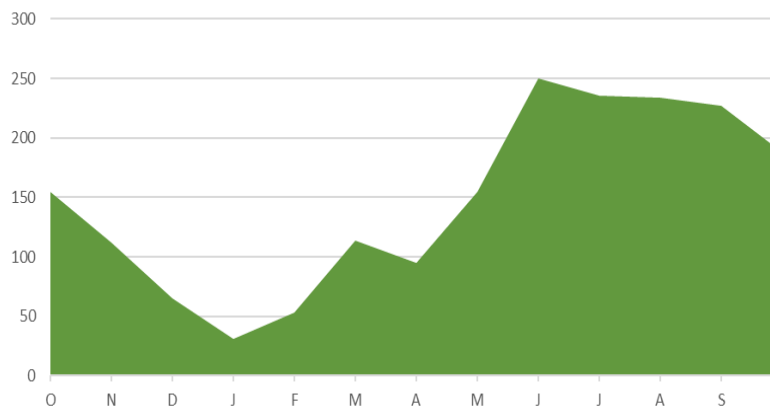
TOTAL PERMITS ISSUED

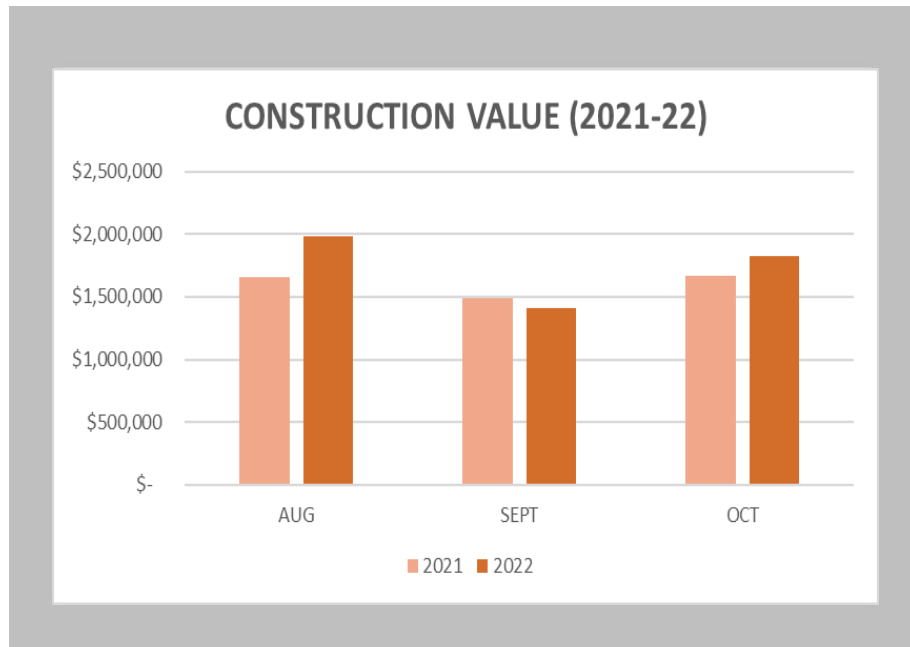
(October 2021 thru October 2022)



NUMBER OF INSPECTIONS

(October 2021 thru October 2022)





Activity highlights.

Planning & Zoning

- Prepared agenda material and attended Village Board meeting
- Attended Old Second Bank ribbon-cutting ceremony
- Prepared agenda material for TIF JRB annual meeting
- Multiple meetings concerning Burnt Barrel second building and unresolved PUD matters
- Prepared agenda material for Planning Commission meeting
- Consulted with applicant concerning potential zoning variation application
- Meetings with CMAP and consultant concerning Steering Committee matters, responded to consultant's request for information concerning planning area issues and concerns
- Participated in Safety Committee assessment meeting
- Meetings concerning anticipated application for proposed development at Bliss & Denny Road
- Participated in TIF project planning meeting
- Responded to resident inquiry concerning Hannaford Farm annexation agreement

Building

- Continue collaborating with Ryan Homes on resolving miscellaneous grading issues on a number of lots in Settlers Ridge
- Reviewing building plans for new building at Burnt Barrel North

Property Maintenance/Code Enforcement

- Continue to work with 6 Main Street to obtain compliance with Special Use Permit requirements (screening fence), including site visits



POLICE DEPARTMENT STAFF REPORT

TO: PRESIDENT & BOARD OF TRUSTEES
FROM: PAT ROLLINS, CHIEF OF POLICE
DATE: NOVEMBER 11, 2022

Significant Police Events

- None to report

Conferences / Training / Seminars

- Police Law Institute monthly computerized training for November covers the following topics: Understanding and identifying implicit bias and cultural competency, tactics to prevent bias from influencing enforcement decisions, legal rulings on implicit bias, racial profiling law, evidence-based enforcement, and minimizing exposure to federal civil suits.
- 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 November covers tactical handcuffing.

Administrative

- Chief Rollins attended a presentation at the St. Charles Police Department regarding a desire to build training classrooms at the St. Charles range. Approximately 25 departments were represented in the room along with all the State Senators and Representatives from our area. (Senators: Linda Holmes, Don DeWittte, and Karina Villa. State Reps: Dan Ugaste, Maura Hirschauer, and Keith Wheeler)
- Chief Rollins participated in a virtual weekly staff meeting with Department Head Members and Alison updating each other on village initiatives and projects on November 2.
- Officers participated in an active intruder drill at John Shields Elementary on November 2.

- Chief Rollins along with all Department Heads and Village Administrator, Eichelberger participated in a TIF projects planning discussion on November 3.
- Village President Konen and Chief Rollins attended a follow up meeting at Rich Harvest Farms on November 3rd regarding next year's LIV Golf Event.
- November 3, Department Heads along with Brett Feltes met in the Village Hall conference room for a kick-off meeting regarding the Executive Safety Committee for IRMA.
- November 8, Chief Rollins with the behind-the-scenes assistance of Village Administrator Eichelberger and Finance Director Anastasia, presented a counter offer to the FOP Patrol Union contract negotiations. Chief Rollins met with the union negotiating committee and FOP field representative. The two groups went back and forth and have tentatively agreed on a new contract. Both the union and Village Board will need to ratify the agreement.
- Chief Rollins participated in the Executive Board Meeting at Tri-Com on November 9th.
- Chief Rollins participated in a virtual weekly staff meeting with Department Head Members and Alison updating each other on village initiatives and projects on November 9.
- The Village Board room hosted the Administrative Adjudication Hearings on November 9th. Officer Hanold represented the Village during the proceedings.
- Chief Rollins and Brett Feltes met in the conference room on November 10th in preparation of IRMA's IMAP assessment of the Village. Document review and policy review are underway.
- November 10, Department Heads and the Village Administrator met virtually with President Konen as part of our on-going bi-weekly collaboration.
- Chief Rollins and Officer Hanold virtually attended a Public Safety Work Group Safety committee meeting on November 10 regarding the LIV golf events. Doral PD (Florida) gave an after action of their event. The group desired for us to continue with the working group and to add the new home agencies that will be added to the 2023 LIV golf locations. Chief Rollins will continue to coordinate the group.
- November 10, Village Administrator Eichelberger, Alison Murphy, and Chief Rollins met virtually with an architect firm regarding functional needs for the police department.
- Alison Murphy, Matt Anastasia and Chief Rollins met in the Village Hall conference room on November 11 to discuss the three returned proposals for IT services.
- November 11, Village Administrator Eichelberger, Alison Murphy, and Chief Rollins met virtually with a second architect firm regarding functional needs for the police department.

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.

Open Burning:

- Officers have responded to a number of open burning complaints over the past two weeks as residents this time of the year are burning leaves.
All but two residents were in compliance of the open burning ordinance
 - Two separate residents were not in compliance due to the winds exceeding the 10mph limit and agreed to extinguish their fires. (No citations issued)
 - The Village is posting on the Village Facebook page the conditions and requirements when open burning is permitted.

Emergency Preparedness:

- Nixle Community Messages sent out:
 - None during this period
- Emergency Warning Sirens monthly and weekly testing continues. They are functioning properly as of November 7, the last weekly test.

Upcoming Activities:

- Holiday in the Grove, December 3.

Village of Sugar Grove
Public Works Department

MEMORANDUM

November 11, 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 November 3, 2022 I along with other Village staff met to discuss all potential projects within TIF #1 & TIF #2 for planning of current/future funding.

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:
The New Village Hall is nearly complete, doors and trim are scheduled for the week of November 14th. The tentative completion date is November 30, 2022.

Police Department Fence Project:
The Pillar footing and the electrical underground have been completed, the actual fence is scheduled to be installed the week of November 14th.

Public Works Field Operations:

The Annual Snow & Ice Control refresher course was completed by all Public Works Staff on November 11, 2022.

Public Works Landscaping Project was completed.

Staff completed a total of 140 JULIE tickets since the last report.

Staff completed Fall Clean-up on all Village owned facilities.

	Current FY October - 22	Previous FY October - 21	Current Fiscal YTD
JULIE Tickets	292	287	1604
Total Distribution Pumpage (1,000 gallons)	24MG	22MG	415MG
Max Daily Pumpage	1.2MG	1.1MG	na
Average Daily Pumpage (1,000 gallons)	.791MG	.732MG	na



ECONOMIC DEVELOPMENT DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees

FROM: Michael Cassa, Economic Development Director

Date: November 10, 2022

Summary of Projects/Prospects:

Deep Coat- Scheduled business retention visit for November 16 at Sugar Grove facility.

Hillwood Development- Met with Hillwood team on November 4.

Oliver-Hoffman Foundation- Scheduled to meet owners of property on Wheeler Road.

Prairie Grove Commons- follow up with current and prospective tenants.

Sugar Grove Center- follow up with current and prospective tenants.

Marketing and Outreach:

EDC Board of Directors- next board meeting is on November 16.

EDC Reception for brokers and developers- scheduled for 11/9/23 at Rich Harvest Farms.

EDC Website- Karben Studios of Naperville has been selected to design and host the new website.

Economic Development Team- meeting was held on November 3.

Old Second Bank- attended grand re-opening on November 9.

Revv Aviation- attended open house at Aurora Municipal Airport facility.

TIF Districts- attended meeting to discuss status of TIF Districts. Joint Review Board is November 16.

Town Center- follow up work on development of brochure. Committee meets on November 14.