



ADMINISTRATION DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees
FROM: Brent Eichelberger, Village Administrator
DATE: December 2, 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.

IT Services Contract – Assistant to the Administrator Murphy led the committee charged with developing the RFQ and RFP, reviewing proposals, interviewing and selecting a recommended firm. Chief Rollins and Finance Director Anastasia were the other members of the Committee. The recommendation for a vendor is on the December 6 Village Board Agenda.

Village Salary Matrix – The Administration and Finance continue to refine the draft three-year compensation plan. The impacts on individual employees will be presented in Closed Session at the December 6 Board meeting.

Metro West COG – Administrator Eichelberger attended the November MWCOG meeting. The primary topic of discussion was the CMAP 2050 population projections. There appears to be significant errors in the projections which impact regional planning and state and federal funding allocations for road projects, etc. Staff has contacted CMAP directly and is working with MWCOG to address this issue.

EDC- Administrator Eichelberger attended the quarterly EDC meeting.

160 Admin/Finance Relocation – Move in should take place over the next two weeks. The new address is 160 S. Municipal Drive, Suite 110.

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
- Comcast Franchise Agreement
- Custodial Services Contract
- Sergeant Union Contract
- Remodel of 10 S. Municipal for Police Purposes

2023 Consolidated Election Petitions – The first day to file candidate petitions for the April 4, 2023 Consolidated Election begins at 8:00 a.m. on Monday, December 12, 2022 and concludes at 5:00 p.m. on Monday, December 19, 2022.

Social Media – Twenty-one Facebook posts were published in the past two weeks including Village Board Agenda, Plan Commission Meeting Cancellation, TIF #1 & #2 Annual Joint Review Board Meeting,

Board of Police Commissioners Meeting, Holiday in the Grove, Main Street & Tree Lighting Ceremony, Street Sweeping Notice, Office Closed for Thanksgiving Holiday, Lost Dog, Part-time Police Department Records Clerk Job Opening, Holiday Food Safety Tips, Yard Waste Ending, link to KCC regarding Sober Driving Enforcement over Thanksgiving Weekend. Over 14,000 people were reached with regarding IDOT Emergency Repairs to US 30 overpass at IL 47 and road closing on IL 47.

Village YouTube Channel – The audio recording of the November 15th 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 29, 2022

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

Tasks/Updates:

- **3-Year Salary Plan.** I have continued to work, 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 since the beginning of November. Potential impacts to existing employees will be presented in Closed Session
- **FOP Patrol Union Contract FY2024-2026.** Completed the transcribing of the contract from PDF to Word, and Redlined the contract. This is for approval at the December 6, 2022 Board Meeting.
- **Utility Rate Committee 2022-2023.** The Utility Rate Committee is scheduled to meet on December 13, 2022 at 1:30pm at Village Hall, the packet will go out the week prior to the Utility Rate Committee members.

Meetings:

- **Open Enrollment 2023.** The annual Open Enrollment meeting was held for 2023 for staff. Risk Strategies LLC., AFLAC and TransAmerica were present to talk with Staff if needed.
- **3-Year Salary Plan.** Meetings have been happening almost daily to refine the plan, review the salary data and create the ranges.
- **Invoice Cloud.** I attended an introduction meeting with Invoice Cloud who is a payment platform provider that integrates with BS&A. At this time, I do not believe the Village is at the right time to need something this robust.
- **IT Consultant Proposals.** A final review meeting was held between Chief Rollins, Alison Murphy and myself to finalize the recommendation to the Board.

- **New Hire Meetings.** I met with two new hires, one for Police Department and the other Public Works Department, to go over all the new hire paperwork and benefits.
- **KnowBe4 Meeting.** I met with Brian Stubblefield from KnowBe4 to discuss their options in partnership with IRMA, in regards to their info on Cyber Security and Cyber Security training for staff.

Conferences/Trainings/Seminars:

Illinois Municipal Treasurer Institute, Phase I, Bloomington, IL – November 13th-17th, 2022

I attended Phase I of the Illinois Municipal Treasurer Institute Certification. This item was an initiative for myself this year, that will take 3 years to complete. After receiving the full certification, I will become a Certified Illinois Municipal Treasurer. Each Phase is 4 full days long and is generally held in Bloomington, IL with re-certification required every 5 years. The Institute covers all different topics within Municipal Finance.

Accounts Receivable through November 30, 2022:

	<u>As of November 30, 2022</u>	<u>As of November 30, 2021</u>
Account Billings:		
<i>Garbage Accounts</i>	3,296	3,282
<i>Water Accounts</i>	4,304	4,287
<i>Sewer Accounts</i>	4,029	4,014
<i>Road Maintenance</i>	3,478	3,462
<i>ACH Customers</i>	1,041	1,016
Delinquent Accounts:		
<i>1st Step - Late Bills</i>	759	667
<i>2nd Step - Delinquent Notice Sent</i>	32	54
<i>3rd Step - Tag Notice</i>	15	19
<i>4th Step- Water Shut-Off</i>	2	N/A
<i>Past Due Notices</i>	186	187
Active Payment Plans:	-	4
Outstanding Accounts Receivable:		
<i>After Hours Turn on Fee</i>	\$ -	\$75.00
<i>Construction Charge</i>	-	27.50
<i>Copper & Lead Sampling</i>	(10.00)	(20.00)
<i>Discount</i>	(13.00)	(5.00)
<i>Garbage</i>	6,340.87	3,917.99
<i>Hydrant Fees</i>	329.34	(25.00)
<i>Lien Fees</i>	-	-
<i>NSF Fee</i>	70.00	-
<i>Road Maintenance Fee</i>	2,309.01	1,510.59
<i>Sewer Maintenance</i>	7,597.68	5,345.27
<i>Sewer Usage</i>	14,052.70	9,301.03
<i>Shut-Off Fee</i>	-	35.00
<i>Tag Fee</i>	280.00	32.20
<i>Water Maintenance</i>	9,849.25	6,952.44
<i>Water Usage</i>	(3,536.43)	(7,586.14)
<u>Total Accounts Receivable</u>	<u>\$37,269.42</u>	<u>\$19,560.88</u>



COMMUNITY DEVELOPMENT DEPARTMENT

ACTIVITY REPORT

DECEMBER 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
- Prepared agenda material and attended Planning Commission special meetings
- Attended Town Center Committee meeting
- Participated in economic development meeting
- Met with Settlers Ridge HOA

Building

- 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



ECONOMIC DEVELOPMENT DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees

FROM: Michael Cassa, Economic Development Director

Date: December 2, 2022

Summary of Projects/Prospects:

BDM Property- following up with potential buyer for the site on Route 47.

Cushman & Wakefield- Following up with potential manufacturing project.

Deep Coat- Business retention visit on November 16 at Sugar Grove facility.

Jones Lang LaSalle- Met head of JLL Data Center team for lunch on December 2.

LFI- Scheduled meeting for December 6 to discuss future development opportunities.

Oliver-Hoffman Foundation- Met with new owners of industrial property on Wheeler Road.

Prairie Grove Commons- follow up with prospective tenant for rear portion of the site.

Marketing and Outreach:

EDC Board of Directors- board meeting was held on November 16.

EDC Website- Met with Karben Studios to discuss design concepts.

Economic Development Team- meeting was held on November 17.

Site Tour- Staff conducted a tour of Sugar Grove properties on November 18.

State of the Village Breakfast- Met with WCC officials on December 2 to discuss the event.

TIF Districts- attended meeting of the Joint Review Board on November 16.

Town Center- follow up on photos for the brochure. Committee met on November 14.

Waubensee Community College- Attended Retirement Reception for Dr. Sobek on December 1.

Village of Sugar Grove
Public Works Department

MEMORANDUM

December 2, 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 23, 2022 I along with other Village staff met to discuss the Silverthorn-Cerny Property and concept plan. The Plan is being presented to the VB at the December 6th meeting.

On November 28, 2022 Brad Merkel, Pat Rollins and I met to discuss the traffic plan for the Main Street Wreath/Holiday Tree Lighting Event. Barricade and vehicle locations were reviewed.

On December 2, 2022 I attended the Kane Kendall Council of Mayors Council Meeting. Council Chair and Vice Chair nomination committee were selected, the FFY23-27 STP-L Active and Contingency Programs were adopted as well as funding updates provided.

On December 2, 2022 I along with other Village staff and representatives from Elburn met to discuss the Comcast agreement. Additional follow up is needed.

On December 2, 2022 I along with other Village Staff attended the Main St Wreath/Holiday Tree Lighting Ceremony. It is nice to see Main Street lit up again.

Fays Lane & Whispering Oaks Water Main Replacement Project:

This project is complete.

Future Village Hall:

The New Village Hall is taking shape, the office furniture and copier have been delivered and the Utility Payment Drop Box has been installed. The current plan is to move in the week of December 5th.

Police Department Fence Project:

The actual fence has been completed, the contractor is scheduled to install the gates, remote access and brick pier the week of December 5th.

Public Works Field Operations:

Public Works staff completed Village wide pothole patching, a total of 2 tons of hot mix asphalt was used.

Public Works Staff installed the Main St Holiday Wreaths.

Public Works Staff Repaired 4 Street Lights.

Staff completed a total of 93 JULIE tickets since the last report.

Fall Parkway Tree Trimming will begin the Week of December 5th, the focus this year is East and West Sides of Town including Chelsea Meadows.

SNOW & ICE CONTROL TOTALS:

Date:	Total Snow/Ice Fall:	Total Miles Driven:	Tons of Salt Used
11/15/2022	Trace of Snow	159	12
11/16/2022	Trace of Snow	92	11
Totals	1/2" Snow	251 miles	23 Tons





POLICE DEPARTMENT STAFF REPORT

TO: PRESIDENT & BOARD OF TRUSTEES
FROM: PAT ROLLINS, CHIEF OF POLICE
DATE: DECEMBER 2, 2022

Significant Police Events

- None to report

Conferences / Training / Seminars

- Police Law Institute monthly computerized training for November covered 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. Officer Moreno began solo patrol, (out on his own)
- Monthly Defensive Tactics Training for November covered tactical handcuffing.
- November 16, sworn officers spent time on the North Aurora indoor range with handgun drill techniques.
- November 30, sworn officers spent time on the St. Charles outdoor shooting range where they performed rifle proficiency practical's.

Administrative

- Chief Rollins and Officer Hanold virtually attended IRMA's Police Chiefs Steering Committee meeting on November 15.
- 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 16.
- Chief Rollins participated in the Tri-Com's Structural Document meeting on November 16, held at the Geneva Fire Department Headquarters. The group is charged with updating all the structural documents for Tri-Com. The work continues in this area as more meetings are scheduled.

- Chief Rollins met with Public Works Director Speciale and Assistant Public Works Director Merkel on November 28 in the Village Hall conference room in preparation for the festivities this weekend. (Tree and Wreath lighting, along with Holiday in the Grove-12/2-12/3/22)
- November 28, Chief Rollins participated in a virtual training for panelists/assessors regarding an upcoming promotional assessment for the Elburn Police Department.
- November 29th Chief Rollins assisted Elburn Police Department with being on a sergeant assessment promotional panel for their candidates. Two other area Chiefs also served on the assessment panel with Chief Rollins.
- Finance Director Anastasia, Village Clerk Murphy, and Chief Rollins met on November 29 regarding Village Informational Technology potential service providers for the village.
- November 29th, Officer Casey Kasper started with the Sugar Grove Police Department. His cake and coffee and swearing-in ceremony will take place on December 6.
- 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 30.
- December 1, Department Heads and the Village Administrator met virtually with President Konen as part of our on-going bi-weekly collaboration.
- Chief Rollins virtually participated in the Kane County DUI Task Force meeting on December 1.
- December 2, multiple members of village staff including Chief Rollins participated virtually with a preconstruction meeting for Lot 17 with EEI's Michele Piotrowski running the meeting on behalf of the village.
- December 2, members of the Sugar Grove Police Department, Public Works, and President Konen with other trustees and dignitaries participated in the Holiday Tree and Wreath Lighting festivities.
- December 3, Chief Rollins participated in the Holiday in the Grove's breakfast preparation and cooking at the Community House. The Police Department and Fire Department cook the meal.

Directed Patrols and Crime Prevention Activity

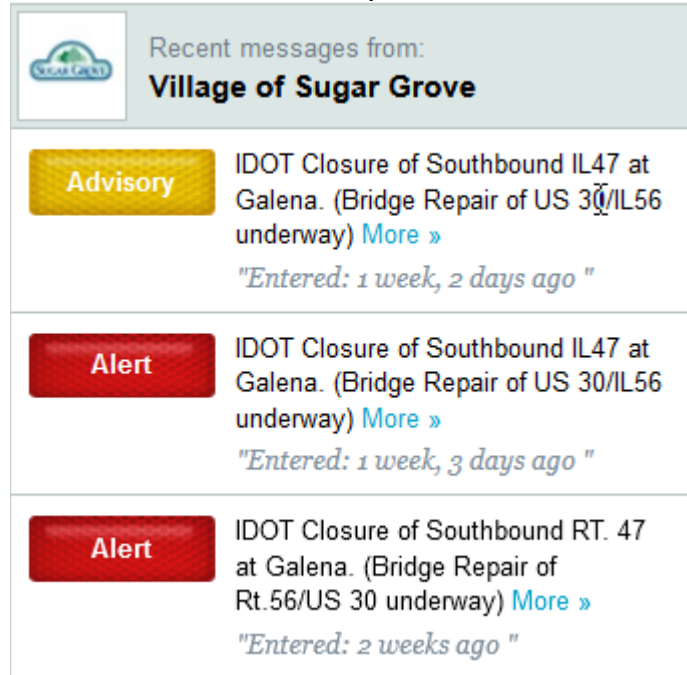
- Officers continue to drive through all neighborhoods during the overnight hours alerting residents that have open overhead garage doors. They are contacting residents to secure their garage.

Open Burning:

- No known out of compliance issues for the period.

Emergency Preparedness:

- Nixle Community Messages sent out:
 - On three separate dates messages were sent out to alert the community about IDOTs closure of southbound Sugar Grove Parkway during the certain hours for beam repairs of the Rt.30/Rt. 56 overpass.



- Emergency Warning Sirens monthly and weekly testing continues. They are functioning properly as of November 28, the last weekly test.

Upcoming Activities:

- Police Department to occupy the 10 S. Municipal building as Administration and Finance move to their new temporary facility.

Village of Sugar Grove Initiative Update December 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.	Final inspections are being completed at 160 S. Municipal. It is anticipated that Admin/Finance staff will be in the building by mid-December. Staff has met with Williams Architects and Cordogan Clark to get cost proposals for developing remodeling plans for 10 S. Municipal for Police use.
A2	Conduct a Comprehensive Review and Update of the Village Liquor License Ordinance		\$ 1,000		VB adoption of updated ordinance.	A final amended Liquor Control Ordinance is on the December 6, 2022 Consent Agenda for approval.
A3	Implement Laserfiche Electronic Document System Village Wide		\$ -		Staff from all departments are trained and using Laserfiche to manage electronic documents.	All past Board Minutes have been entered into Laserfiche. Admin staff is finalizing a procedures manual for further training in other departments.
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.	A recommendation for contract approval with DeKind Computer Consultants for IT Services is on the December 6, 2022 agenda for consideration and approval.
A6	Review Custodial Services	3	\$ -		Provide recommendation for provider and/or service level.	Staff has received proposals for services and are reviewing options.
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; next Steering Committee meeting tentatively scheduled for December 14, 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.	Presented to VB for adoption on December 6, 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.
F1	Revamp CIP	6	\$ -		Present a new updated CIP Plan to the Board for Approval.	The Final projects have been compiled. The plan is being compiled together and will be presented to the Board on January 17, 2023 meeting.
F2	Review General Liability & Property Insurance Coverage	6	\$ -		Present change to VB if recommended.	This is scheduled to be presented at the December 20, 2022 Board meeting.

Village of Sugar Grove Initiative Update December 6, 2022

Initiative		Time in Months	Estimated Cost	Actual Cost	FY 22-23 Departmental Measurable Objective	Update
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 attended Phase I of the Institute November 13-17, 2022. This is completed for the year and will continue each year for Phase II and Phase III. Certification is anticipated to be applied for January 2024.
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.	The Board approval the purchase of Body Worn Cameras, Software and Equipment from Axon Enterprises at the November 15, 2022 meeting.
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.	The FOP Contract for Patrol is on the December 6, 2022 agenda for Board approval. The Sergeant negotiations have not yet started.
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	12	\$ 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. Maintenance IGA Approved by Village Board on 10/18/2022. Sent Phase II Engineering to IDOT for Approval.KCFPD Easement, Construction and Access Agreement IGA Currently under review by all agencies.
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 Phase II Engineering to IDOT for Approval.
PW7	Crosswalk across US 30 at Municipal Drive	12	\$ 144,760		Installation and Completion of a Crosswalk at US-30 and Municipal Drive.	Discussion at 10/04/2022 Board Meeting. Reviewed at 10/18/2022 Board Meeting. Waiting until Final Notification of Grant to proceed.