

September 05, 2017
Board Meeting
Village of Sugar Grove
6:00 PM

President Michels opened the meeting at 6:00 PM and asked that Trustee Johnson lead the pledge lead the Pledge. The roll was then called.

Present: President Michels, Trustee Herron, Trustee Koch, Trustee Montalto, Trustee Johnson, and Trustee Paluch

Quorum Established.

Also Present:

Administrator Eichelberger, Clerk Galbreath, Finance Director Anastasia, Community Development Director Magdziarz, Attorney Andersson, Streets Supervisor Payton, Director of Public Works Speciale, Chief of Police Rollins.

PUBLIC HEARINGS

None.

APPOINTMENTS AND PRESENTATIONS

None.

PUBLIC COMMENTS ON ITEMS SCHEDULED FOR ACTION

President Michels called for any public comment. No member of the stepped forward and this item was closed.

CONSENT AGENDA

- a. Approval: Minutes
- b. Approval: Vouchers
- c. Proclamation: National Suicide Prevention Month
- d. Ordinance: Amending Penalties for Violation of Maximum Weights and Loads of Vehicles
- e. Ordinance: Vacating ROW – STAR
- f. Ordinance: Establishing Local Adjudication for Zoning, Property Maintenance and Code Violations
- g. Ordinance: Amending Animal Control Regulations Enforcement

Trustee Johnson **moved to Approve the Consent Agenda as presented.** Trustee Montalto seconded the motion. President Michels then called for a roll call vote.

AYE:	Koch	NAY:	None	ABSENT:	None
	Johnson				
	Montalto				
	Herron				
	Paluch				

Motion Carried

GENERAL BUSINESS

Resolution: Approving an Investment Management Services Agreement

Trustee Johnson moved to a **Resolution: Approving an Investment Management Services Agreement**. Trustee Paluch seconded the motion. There was discussion about paying off debt rather than paying someone to monitor investment activities. However, as there is no contract and this agreement can be gotten out of at any time the board felt it was okay to move forward with and President Michels then called for a roll call vote.

AYE:	Koch	NAY:	None	ABSENT:	None
	Johnson				
	Montalto				
	Herron				
	Paluch				

Motion Carried

DISCUSSION ITEMS

FY18 Sidewalk Program

The FYE 18 budget includes \$10,000 for the Sidewalk Program. \$7,500 is Village funds and \$2,500 is from matching participants in the 50/50 Program. In addition, \$5,000 is budgeted for seal coating bike paths.

Public Works Staff has identified priority needs to develop the repair program for the FYE 18 budget year. The bulk of the program will deal with removal and replacement of trip hazards and deteriorating sidewalk. Below is a brief outline of the suggested repairs:

One resident has requested participation in the 50/50 Program. The Village share of approving this participation is \$262.50.

There have been an increasing number of reports of trips or near trips this summer. Staff is recommending taking the balance of the \$7,500 (\$7,237.50), to continue the Hazard Mitigation Program by grinding trip hazards. The focus would be on finishing Mallard Point and continuing on the East side of the Village.

Staff is requesting an additional \$5,000 for the removal and replacement of trip hazards that are too large for grinding but have caused repeated issues as reported by residents. While not all remaining trip hazards would be repaired at this time due to cost, the program would begin repairing them chronologically based on date reported.

In addition, Staff has been watching the condition of the sidewalks across the Queensgate Bridge. Over the last 2 years they have deteriorated to a near hazardous condition. The sidewalks are back-pitched from settling and the structural foundation is showing signs of wash out. There are trip hazards and broken squares. Staff reached out to TBS Construction to get an estimate on the repairs. Replacement of the structural wing walls

and replacing the sidewalk to correct the pitch would cost around \$22,600.

The Village Board agreed with staff's recommendations of : \$7,500 for mitigation (grinding); \$5,000 for remove / replace (including the 50/50 participant); and \$22,600 for Queensgate Bridge repairs (unbudgeted portion)

Amending Utility Billing Procedures

Over the past 1-2 months, Staff has been reviewing the different types of issues we are experiencing with our Utility Billing Customers. Changes in garbage providers and rates, implementation of the road infrastructure fee, and water/sewer rate increases have substantially increased the call volume to staff. During this time, I have been directing staff to document the types of calls we are receiving most and having the most difficulty with.

There were 4 different areas that were identified as problems where we could improve on the efficiency of the process, while making the process easier for residents and staff as well. Here are the areas in which we identified:

- Itemized Billing
- Rental Properties – Landlords
- Bill Estimates
- Right to Access – Meter Change Outs

Staff and I have discussed making the bill more detailed and itemized for residents to make it easier to understand exactly what they are paying for on their utility bill. We are recommending to itemize the bill, breaking out the water/sewer maintenance from the actual water/sewer usages per account.

This change would help a resident better understand the base monthly charges they would receive with zero water usage, in comparison to a normal bill with water and sewer usage.

Rental properties in relation to the landlord responsibility for a utility bill on the properties they own has been a topic for discussion since I have started with the Village. The recommendation from Staff is to implement a process when a bill is generated for a rental unit, the Landlord would also receive a billing statement where it shows all of their properties in the Village. This would show a listing of all addresses, their current balance, along with any past due balances (30 days-60 days-90 days). This would be sent monthly to the Landlord, which is a change from current practice. Currently, Landlords do not get notified of past due balance until the account is 90 days past due and they are receiving their shut off notice. Ultimately, the utility bill is the responsibility of the Landlord so we would like them to have as much information as possible upfront.

Most of the bill estimates are related to bad meters that we are working to change out. However, even after multiple notices to the resident, we are having trouble getting them to schedule meter change outs. The current practice for an account that is estimating is to do the average over the past 12-month period. The recommendation is to change the estimate to double the past 12-month period average. We are hopeful this would

catch the attention of the homeowner to call us to check why their bill is so high, in which at that point we would be able to get their meter change out scheduled.

If we are over estimating, it is easier to refund back to the homeowner or add a credit to their account than get them to pay large water bills. We have been dealing with many meters that have stopped working over a year ago, where people are then receiving their meter change out and have abnormally high water bills. We would like to get their attention earlier in the process to get the meter changed out. Some of the larger issues are when accounts have a leak and we are not able to detect this, resulting in a large water bill which the resident does not want to pay even though it is actual water used. They believe the meters are 100% on the responsibility of the Village and if it stopped working, we should pay for all the issues.

This update is in relation to the water meter change out issues we are having with residents. In the first round of notices sent by United Meter Inc. over 2 months ago, there are still residents who have not called to change out their meters. Since that first notice, United Meters has also put door hangers on the residents who did not call to schedule as a second notice. The Village will be sending out postcards in direct relation to the meter change outs in the near future as the third notice. If the resident still does not respond, the Village will send a right of access letter to the resident's property giving them 10 days to contact the Village. If they do not respond, the water is shut off and they are required to contact us to change out the meter before their water would be turned back on. The entire process will have taken over 3-4 months to complete as it stands today. Staff would like to know if this is the process the Board would like us to still follow, or if we should eliminate any steps to speed up the process for the water meter change out.

The Board agreed with the changes presented and discussed.

Regulating Utility Placement

The Board concurred with the Plan Commissions recommendation not to move forward with this item.

ADA Self Evaluation Proposal

Mr. Geoff Payon, Streets and Properties Supervisor stated that per ADA Title II State and Local Government, "No qualified individual with a disability shall, by reason of the disability, be excluded from participating in or be denied the benefits of the services, programs or activities provided by a public entity." Subsequently, as recipients of Federal funding, all communities are required to have a Self-Evaluation, and any community with over 50 employees (including part-time) are required to have a Transition Plan. A Self Evaluation is basically an inventory of non-compliant ADA elements, and a Transition Plan is a plan to correct those deficiencies identified in the Self Evaluation. At this time, the Village would only be required to institute the Self Evaluation part of the requirements. Village Staff will take the lead on data collection and field inspections in the form of an appointed ADA Liaison (most likely the Streets Supervisor).

EI has submitted a proposal to assist the Village with developing the program by providing GIS exhibits, assisting the Village with field collection of data as needed and assisting with the prioritization of the repairs based on field data. The estimated costs to initiate the program is \$4,900.

While unbudgeted, this program is an important condition of receiving Federal funding. The program will be necessary for future grants the Village may pursue. Staff is recommending that the Board institute the program and approve the agreement with EEI to assist with its development. The Board approved of this item moving forward for approval.

PUBLIC COMMENTS

Alison Squires asked that the Board consider both herself and Ms. Mccannon for the open seat on the Board as they both expressed an interest in being on the board by running in April 2017.

REPORTS

Staff reported that B iss Road should be complete by the end of November, Culvers is still on target to open in October.

Trustee Herron stated that he was disappointed in the group shaming of Sugar Grove Businesses that has been occurring and wonder if the Village could create a response. Trustee Montalto stated there are too many roadway signs.

Administrator Eichelberger asked that anyone interested submit a letter of interest for the open Trustee seat.

AIRPORT REPORT

None.

ADJOURNMENT

Meeting adjourned at 6:40 p.m.