

**March 19, 2019
Board Meeting
Village of Sugar Grove
6:00 PM**

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

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

Quorum Established.

Also Present:

Administrator Eichelberger, Clerk Galbreath, Director Anastasia, Chief of Police Rollins, Streets Supervisor Payton, and Senior Management Analyst Murphy.

PUBLIC HEARINGS

None.

APPOINTMENTS AND PRESENTATIONS

None.

PUBLIC COMMENTS

President Michels called for public comment. Hearing none this portion of the agenda was closed.

CONSENT AGENDA

- a. Approval: Minutes of the March 5, 2019 meeting
- b. Approval: Treasurer's Report January
- c. Approval: Treasurer's Report February
- d. Resolution: Approving the Annual Road Salt Purchase
- e. Resolution: Authorizing an Agreement for 2019 Bridge Inspection Program
- f. Resolution: Authorizing the Purchase of a Replacement Police Vehicle

Trustee Herron **moved to Approve the Consent Agenda with the removal of item d as per request by Trustee Paluch.** Trustee Montalto seconded the motion. President Michels then called for a roll call vote.

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

Motion Carried.

Resolution Approving the Annual Road Salt Purchase

Trustee Paluch moved to a Resolution Approving the Annual Road Salt Purchase. Trustee Herron seconded the motion. Trustee Paluch stated he asked for the removal so he could thank the Public Works Director and his staff for their due diligence. President Michels then called for a roll call vote.

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

Motion Carried.

CLOSED SESSION

Trustee Johnson moved to adjourn to closed session to discuss Possible Litigation as per the exception to the open meetings act, and to return to open session, taking no action. Trustee Montalto seconded the motion. President Michels then called for a roll call vote.

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

Motion Carried.

GENERAL BUSINESS

None.

DISCUSSION ITEMS

FY 2019-2020 Budget

Finance Director Anastasia explained that a the budget workshop held on March 5, 2019, the fiscal year 2019-2020 budget was discussed. Items that were discussed including, but not limited to:

- Fiscal Year 2018-2019 Projection Activity
- Fiscal Year 2019-2020 Proposed Budget

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- Requested Account Details

During budget workshop #2, he went over the items that changed in the proposed budget, requested materials from budget workshop #1 and any other items Staff believes could be changed in the fiscal year 2019-2020 budget.

Items changed within the proposed budget from Workshop #1:

Infrastructure Capital Projects Fund

- Reimbursement (35-00-3761) – increased by \$643,000 total, \$18,000 for the shared portion of the Gordon Road Corridor Study by 3 other agencies, as well as \$625,000 for the shared portion from Crown for the I-88/IL-47 Interchange.
- Public Works – Streets Division Engineering Services (35-53-6303) – increased by \$1,274,000, which is the total match portion for the Gordon Road Corridor Study of \$24,000, \$6,000 by the Village, as well as the total portion of the I-88/IL-47 Phase 3 Village contribution.

Waterworks & Sewerage Fund

- Water Capital Engineering Services (50-71-6303) –
 - o Projected FY2018-2019 increased by \$114,483 due to increased work needed for the Settler's Ridge to Prestbury Water Main project, as well as Phase 1 engineering for Annette's Circle and Annette's Lane which was unbudgeted.
 - o FY2019-2020 Proposed budget decreased by \$136,200 due to updated numbers for construction on Annette's Circle and Annette's Lane, and amount of engineering remaining on the Settler's Ridge to Prestbury Water Main project.

Other items as requested to review during the Budget Workshop #2:

- Staffing Levels – Revised to show all hidden positions no longer budgeted for, but were filled positions in FY06-07.
- FY2018-2019 Accomplishments and FY2019-2020 Action Plans. (Please bring your documents from the first workshop.)
- Prairie Street Re-Alignment Estimated Cost – Under review to be presented at an upcoming meeting.

At the time of the budget process, the winter was looking like it was never going to end. We originally budgeted to purchase 3,000 tons of salt at \$70 per ton for \$210,000 for fiscal year 20192020. Since it appears the winter has turned a corner, we will now only need to budget for 2,500 tons of salt at \$70 per ton for \$175,000, a savings of \$35,000.

The reduction in the salt budget has increased the projected FY2019-2020 surplus from \$145 to \$35,145. Staff recommends the following additions to the budget:

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- Move the Sidewalk Program back from the Infrastructure Fund (35) back to the General Fund (01):
 - \$2,500 increase in 01-00-3761 – Reimbursement
 - \$10,000 increase in 01-53-6405 – Repair & Maint. Serv – ROW
 - Net change in expenses of \$7,500 increase
- Add back the 50/50 Tree Program:
 - \$7,500 increase in 01-00-3761 – Reimbursement o \$15,000 increase in 01-53-6606 – Landscaping Supplies
 - Net change in expenses of \$7,500 increase
- Add back the P/T Code Enforcement Officer:
 - \$17,467.27 increase in 01-55-6104 – Part-Time Salaries o \$1,336.25 increase in 01-55-6205 – Social Security Contributions □ Net change in expenses of \$18,803.52 increase

The Board agreed with the changes with the exception of adding back the P/T Code Enforcement Officer. They would like to keep a little more surplus available. Administrator Eichelberger asked the Board if they would be agreeable to he and the Community Development Director speaking with person who performed the duties last year to see if hours could be reduced. The Board was amendable to that suggestion.

The Board then discussed the action plans for each department.

Administration Department

1. Extend the existing Boundary Agreement with Aurora. Completion will be achieved by the approval of a new Boundary Agreement with Aurora.
2. Extend and combine the existing “Airport Agreement” and “Water Agreement” with Aurora. Completion will be achieved by the approval of a new agreement with Aurora.
3. Explore the extension of the existing Boundary Agreement with Plano in advance of the 2025 expiration date. Completion will be achieved by the approval of a new Boundary Agreement with Plano. It is recognized that this may be a multi-year project.
4. Explore the extension of the existing Boundary Agreement with Batavia in advance of the 2026 expiration date to match the North Aurora extension (2035). Completion will be achieved by the approval of a new Boundary Agreement with Batavia. It is recognized that this may be a multi-year project.
5. Utilize the Village website to provide additional information to the residents, businesses, and visitors of the Village. With the success seen in the increase of the use of web based services and of those accessing information on the website the effort to provide additional

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information and services will be increased. This will be an ongoing effort and as such there is no set completion date.

6. Continue to monitor the space needs for the Police Department, Administrative/Finance, and CD functions to be able to continue to provide services to residents, businesses, and visitors. Included in this effort is the projections of future revenues to insure fiscally responsible funding. Completion will be achieved by the relocation or expansion of Village Hall and CD. It is recognized that this may be a multi-year project.
7. Work with departments to insure that procedures are written and tested for all administrative job tasks. Completion will be achieved when cross training is complete.
8. Thoroughly review and update the Village's Records Retention Policy and Procedures. Completion will be achieved when approved by the State Historian.
9. Continue to Promote Safety within the Administration Department and Throughout the Village of Sugar Grove Organization. As a member of the Intergovernmental Risk Management Agency, the Village strives to maintain the safest workplace possible. This is an ongoing effort. Full compliance for the Administration Department will be achieved by having accident rates and other safety related indexes as measured by IRMA at or below our IRMA determined target.

The Board asked that Administration also include, boundary agreement with Elburn, the finish out of 140 Municipal Drive and the extensions of internet for the library and fire district.

Community Development Department

1. Complete updates to the Zoning Ordinance. This is an ongoing task intended to respond to changes in business and development practices, community standards, technology, and the law. FY19-20 focus areas include reformatting regulations for ease of use and administration; adding more illustrations where appropriate; adding regulations to support the Route 47 Corridor Plan and the Downtown/Main Street Plan; and, adding regulations for big-box industrial buildings. Full completion of this goal will be the presentation of revised sections of the Zoning Ordinance to the Village Board for adoption.
2. Complete transformation of the Subdivision Regulations into a Development Code. Begun in FY17, this effort is expected to continue in FY20 with targeted amendments to revise out of date regulations including the portions relating to the development process, the required submittals for preliminary and final plat, among others. Full completion of this goal will be presentation of a newly revised Development Code to the Village Board for adoption.
3. Develop an economic development strategy for the Village. Given the challenges facing the Village with respect to economic development, establishing a plan that provides direction for policy-makers concerning decisions affecting economic development in Sugar Grove would help decision-makers make sound decisions. Emphasis should be

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given to the use of incentives in TIF 1 and TIF 2, and incentives used to attract retail development to the community. Full completion of this goal will be adoption of an economic development policy or plan describing what the Village wants to achieve and how it expects to accomplish the plan, including the use of economic development incentives.

4. Participate in a building official's mutual aid agreement. In the event of a major calamity that causes mass damage and destruction of structures, the Village staff will be overwhelmed by the demand for services. Entering into a mutual aid agreement for building inspection services with nearby municipalities would provide an alternative for immediate assistance in times of need. Completion of this task would be the presentation of a mutual aid agreement for building inspection services and approval by the Village Board.
5. Utilize the Village website to dispense more information about development in the Village. This is an ongoing effort whereby the Community Development Department will search for ways to make more community development information available and accessible to residents and businesses. FY19-20 focus areas include updating permit tip sheets following adoption of the new Building Code, and attempt to be more responsive to community needs for information about specific development proposals.
6. Continue to promote safety within the Community Development Department and throughout the Village organization. As a member of the Intergovernmental Risk Management Agency, the Village strives to maintain the safest workplace possible. This is an ongoing effort. For FY19-20 full compliance would be for the Community Development Department to experience no accidents in the fiscal year and to conduct quarterly Department safety meetings.

The Board asked that attracting a user for the former Chesterbrook building be added.

Finance Department

1. Research options that are available for general liability insurance. Ensure that the Village is receiving the best price possible for insurance. This is anticipated to be completed by December 2019.
2. Evaluate options for funding a proposed new Village Hall. This will be completed by April 2020.
3. Implement a termination checklist for each type of employee (part-time, full-time, seasonal, etc.). This is anticipated to be completed by November 2019.
4. Complete the medical insurance transition from a plan year of December 1st to November 30th to a plan year of January 1st to December 31st. Anticipated completed date November 2019.

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5. Create a separate, comprehensive Capital Improvement Plan which outlines short-term, as well as long-term, capital project needs with funding sources. Anticipated completion date by February 2020.
6. Revise the Village's Safety Manual. The Finance Department, in cooperation with all Village Departments, has revised approximately 80% of the Safety Manual. Staff will draw on the Intergovernmental Risk Management Agency's Management Assessment Program (IMAP) and actual Village procedures to update and/or revise the remaining 20% of the Village's Safety Manual during fiscal year 2019-20. Staff expects this to be done by the end March 2020.
7. Continue to promote safety within the Finance Department and throughout the Village of Sugar Grove organization. As a member of the Intergovernmental Risk Management Agency, the Village strives to maintain the safest workplace possible. This is an ongoing effort. For fiscal year 2019 – 2020, full compliance for the Finance Department will be achieved by having accident rates and other safety related indexes as measured by IRMA at or below our IRMA determined target.

Police Department

1. Continue the multi-year joint training exercise and tabletop with the Sugar Grove Fire Protection District and Sugar Grove Public Works. The exercise will simulate a joint response to a major incident which will require the implementation of an incident command protocol. The incident will test each department's readiness and address necessary areas of improvement. During the fiscal year hold the tabletop exercise.
2. Maintain the standards and processes for the Sugar Grove Police Department accreditation through the Illinois Police Chiefs Association. Illinois Law Enforcement Accreditation Program (ILEAP) will continue to help us strive to achieve a high level of professionalism, follow the leading edge of practices and policies in law enforcement. Peer reviews from the Chief's association will help ensure were meeting and exceeding the standards in place.
3. Continue the multi-year joint review and update as necessary the Village's Emergency Operations Manual. Provide training on new updates to all entities involved.
4. Collaborate with community partners in providing training on A.L.I.C.E (Alert, Lockdown, Inform, Counter, and Evacuate) for Active Intruder/Shooter preparedness. Continue building upon the progress on promoting A.L.I.C.E. with Kaneland School District, and other entities within the Village.
5. Re-implement the Bike Officer program when minimum staffing man-power permits it during the summer months by having officers on bike in the residential and designated trails throughout the village.

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6. Continue Community Outreach programs such as, Cop on Top, and Coffee with a Cop on a regular basis.
7. Implement modern technologies for the officers to utilize electronic citation modules that will make the process more efficient and interface with the Circuit Clerks Office and Courts.
8. Streamline records processes with the use of electronic citations to be pushed into the police department record's database software.
9. Transition off a radio platform that needs to be vacated per the FCC and move over to a statewide platform for increased communication capabilities.
10. Continue to promote safety within the Police Department and throughout the Village of Sugar Grove organization. As a member of the Intergovernmental Risk Management Agency, the Village strives to maintain the safest workplace possible. The goal for the Police Department is to minimize the number of work-related accidents.

Public Works Department

1. I 88 and IL 47 Construction
Staff has been working with IDOT, the Tollway and the County to develop a full access interchange at Route 47 / I-88. Construction is anticipated to begin in early 2019.
2. Bliss & 47 Intersection
Staff has been working with the County on developing improvements for the intersection of Bliss Road, Wheeler Road and Route 47. The improvements are expected to include: adding single left turn lanes on Wheeler Road and Bliss Road and traffic signal modifications. Bicycle and pedestrian considerations are also being reviewed. Staff is expecting the engineering and bid letting for this project to be completed in the Spring 2019. Construction is anticipated to start in 2019.
3. 2019 MFT / Roadway Program
The 2019 program includes microsurfacing Walnut Woods. Cracksealing will be completed on the East Side of town as well as various locations on the West Side. Patching will also be included at various locations. Staff is anticipating completion of this project by September 2019.
4. Gordon Road Quiet Zone
Under their revised Annexation Agreement for portions of Settlers Ridge, Coast Oak is required to install a Quiet Zone at the Railroad Tracks on Gordon Road. In order to ensure proper installation in accordance with Village, developer and State Standards, Public Works will take an active role in this project. This project is anticipated to take 18-24 months for completion.

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5. Annette's Circle / Annette's Lane Water Main Project
In recent years, Staff has repaired several water main breaks on both Annette's Circle and Annette's Lane. Due to the age and deteriorating condition of the water main, the water main has been scheduled to be replaced. This project is anticipated to be completed by October 2019.
6. Bucktail Lane Resurfacing
The resurfacing of Bucktail Lane utilizing TIF funds will be completed in 2019.
7. Continue to Promote Safety within the Public Works Department and throughout the Village organization. As a member of the Intergovernmental Risk Management Agency, the Village strives to maintain the safest workplace possible. This is an ongoing effort. The goal for the Public Works Department is zero accidents and zero claims.

The Board asked that the Prairie St realignment, bridge over Blackberry Creak, the extension of Gordon Road and the signalization of Park and Sugar Grove Parkway be added.

Amending Village Code for Raffles

In the past Kane County has issued raffles permits for events that occurred in the Village. Staff has been notified that the County cannot do so unless we enter into an agreement with them to do so on our behalf. In researching other communities, it has been found that most have adopted their own ordinances allowing for raffle licenses to be issued by the municipality. Most of these ordinances mirror the County's.

It is proposed to license raffles for charitable, educational, fraternal, nonprofits, labor organizations, and businesses that host a raffle for interests of the community. The draft ordinance proposes a fee of \$40.00 for raffle applications with an aggregate prize of over \$500.00.

The proposed ordinance also sets a maximum amount of prize value, ticket price, and number of days that tickets can be sold.

Raffle limits.

- (1) The aggregate retail value of all prizes of merchandise awarded by a licensee in a single raffle shall not exceed fifty thousand dollars (\$50,000.00).
- (2) The maximum retail value of each prize awarded by a licensee in a single raffle shall not exceed fifty thousand dollars (\$50,000.00).
- (3) The maximum price which may be charged for each raffle chance issued or sold shall not exceed one hundred dollars (\$100.00).
- (4) The maximum number of days during which chances may be issued or sold shall not exceed one hundred eighty (180).
- (5) The license shall not be valid for more than two hundred ten (210) days.

It should also be discussed if the Board would like to license "poker runs" as well. Fees for poker runs are limited to \$25.00 per State Statute.

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The Board reviewed the information presented and agreed that an Ordinance, should be prepared.

REPORTS

Trustee Montalto asked that the Police Department monitor left turners on Prairie Street as quiet a few drivers are still turning left during prohibited hours.

It was asked how the quiet zone was progressing on Gordon Road. It was answered that there is still some land acquisition issues that may have to be settled thru condemnation.

CLOSED SESSION

Trustee Johnson **moved to adjourn to closed session to discuss Personnel as per the exception to the open meetings act, and to adjourn therefrom taking no action.** Trustee Herron seconded the motion. President Michels then called for a roll call vote.

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

Motion Carried.

AIRPORT REPORT

None.

ADJOURNMENT

Motion adjourn at 7:45 p.m. by Trustee Johnson, seconded by Trustee Montalto.

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