



ADMINISTRATION DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees
FROM: Brent Eichelberger, Village Administrator
DATE: December 11, 2020

The following is a short summary of current projects the Administration Department is working on that have an update since the last report:

COVID-19 – No new staff cases/contact. CARES funding from Kane County was received.

Staffing – The new PW Laborer has started.

Economic Development – Staff has been working with a potential purchaser of the property fronting the west side of IL 47 south of Galena. The current concept includes a fuel station and several outlots that would likely be fast food restaurants and limited retail.

Residential Development – The owner of the property immediately east of Windsor Pointe has indicated a renewed interest in marketing the property. Any development will likely transition from single family homes matching Windsor Pointe at the west to smaller single family lots to some form of multifamily moving east, with limited if any retail. Long term plans show a new road connection through the property over the creek meeting Golfview Lane near the clubhouse. Development of the subject property will likely include road construction stopping short of the creek with the connection taking place in the future as need and funding warrants.

Website – Notices were published to the website regarding VOSG Holiday Drawing Contest, Impaired Driving Prevention Month Proclamation, Parkway Tree Trimming Update IDPH COID Prevention Ambassadors. Updates continue to be made to the Village coronavirus webpage - <https://www.sugargroveil.gov/coronavirus-information/>

Social Media – Sixteen Facebook posts were published in the past two weeks including Village Board Agenda, Special Plan Commission Agenda, Three posts regarding Holiday Cyber Shopping Safety, Impaired Driving Prevent Month Infographics, Electronic Waste Recycling Sign-up Reminder. Over 2,100 people were reached with another request from the Police Department for home security footage.

Village YouTube Channel –The audio recording of the December 1, 2020 Village Board Meeting was uploaded to the site.



FINANCE DEPARTMENT STAFF REPORT

TO: Village President & Board of Trustees
FROM: Matt Anastasia, Finance Director
DATE: December 11, 2020

The following is a summary of current projects and tasks that the Finance Department is working on:

Meetings:

- ***TIF #1 & #2 Joint Review Board Meeting*** – The annual JRB meeting was held on December 3, 2020 to review the TIF Reports for each TIF respectively. The meeting minutes from the prior JRB meeting were approved, with just brief discussion regarding activity in the TIF's.

Tasks:

- The CARES Act Funding check was picked up from Kane County on 12/07/2020.
- I have been reviewing and receiving new proposals for our cell phone carriers. Anticipated to be discussed once Chief Rollins is able to verify some data coverage details.

Updates:

- The Village has now received 5 fraudulent unemployment claims for employees. It is recommended to continually watch your finances and personal information, while monitoring your credit as well.

Conferences/Trainings/Seminars:

IMRF Authorized Agent Meetings – Virtual through web – *December 8, 2020*

The IMRF Authorized Agent meetings are usually a day meeting in person, but with COVID they are now held virtually on 4 different days. This was Module IV of the 4-part series.



COMMUNITY DEVELOPMENT DEPARTMENT
ACTIVITY REPORT
 DECEMBER 2020

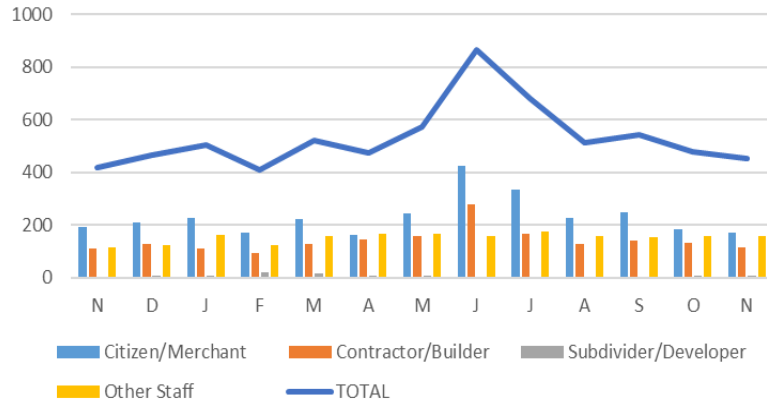
To: President Michels and the Board of Trustees
 From: Walter Magdziarz, Community Development Director

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

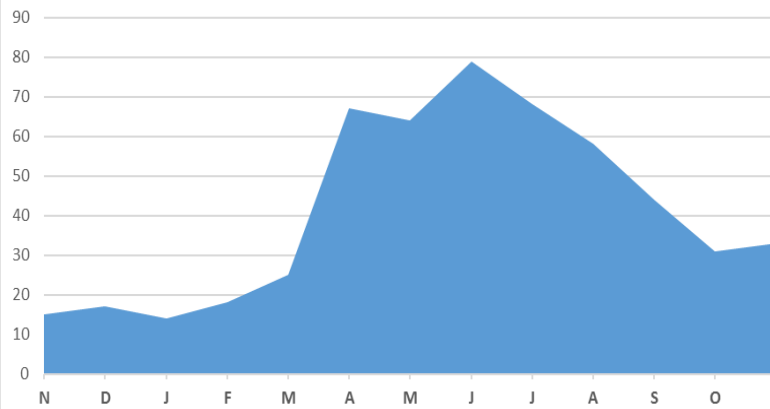
- Summary of Permit, Plan Review, Inspection and other activity:**

	2020		2019	
	November	FYTD	November	FYTD
TOTAL PERMITS	33	377	15	373
Residential	0	10	1	15
Commercial	0	0	0	0
All Other Construction	33	367	14	358
CONSTRUCTION VALUE	\$ 505,637	\$ 6,754,290	\$ 304,389	\$ 10,504,492
TOTAL NUMBER OF INSPECTIONS	93	1,385	99	1,499
Property Maintenance	2	413	0	355
MOWING ORDERS	0	44	0	78
Signs removed	2	121	0	366
COMPLETION CERTIFICATES ISSUED	2	19	1	29
PLAN REVIEWS	46	582	21	552
Zoning	13	205	6	179
Building	33	377	15	373
COMPLAINTS	5	86	0	63
Verified	5	85	0	61
Corrected	5	84	1	62
REQUESTS FOR INFORMATION	451	4,099	419	4,297
Residents/Merchants	172	1,830	192	1,847
Builder/Contractor	115	1,116	101	1,372
Subdivider/Developer	6	34	3	68
Other Village staff	158	1,119	114	1,010
FOIA Requests	3	13	0	11
Miles Driven	354	7,554	700	7,756

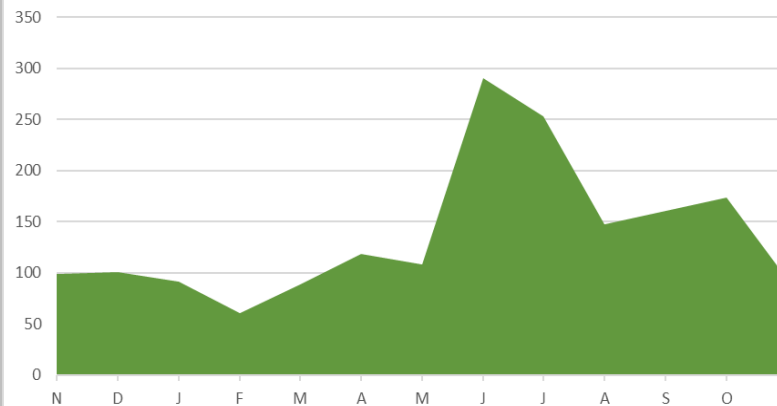
REQUESTS FOR INFORMATION (November 2019 thru November 2020)

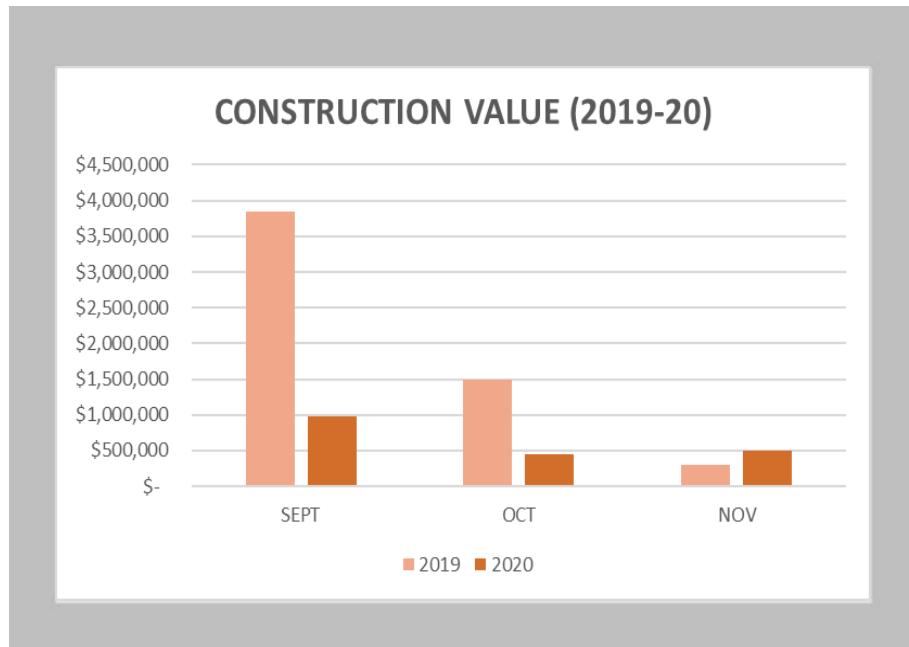


TOTAL PERMITS ISSUED (November 2019 thru November 2020)



NUMBER OF INSPECTIONS (November 2019 thru November 2020)





Activity highlights.

Planning & Zoning

- Prepared agenda material and attended Village Board meetings
- Prepared agenda material and attended Planning Commission meeting
- Prepared agenda material and attended Joint Review Board meetings for TIF 1 and TIF 2
- Participated in meetings concerning removal of dirt stockpile in Hannaford Farm
- Participated in meeting concerning possible development of the dormant Timber Crest subdivision
- Numerous meetings with subdivider concerning subdivision and rezoning applications
- Meeting with developer concerning amending an annexation agreement

Building

- Notified contractor to provide curb protection at construction site at 470 Heartland Drive
- Received as-builts for outdoor storage yard at 20 S. Dugan
- Continue to monitor progress at Prairie Pointe as contractor moves closer to call for final occupancy inspections
- Inspection vehicle received scheduled maintenance service

Economic Development

- Meeting with developer concerning possible economic development incentives for a commercial development
- Provided information to developer interested in property for classic car sales and storage
- Responded to request for information by developer interested in location for an industrial repair facility

Property Maintenance/Code Enforcement

- Closed wetland fill violation on Hoyden Court, repair and restoration completed to satisfaction of federal and state agencies
- Removed 2 signs from right-of-way



POLICE DEPARTMENT STAFF REPORT

TO: PRESIDENT MICHELS & BOARD OF TRUSTEES
FROM: PAT ROLLINS, CHIEF OF POLICE
DATE: DECEMBER 11, 2020

Significant Police Events

- Continue to monitor and adjust police operations due to the Coronavirus pandemic as it relates to operational needs of the police department and the Village as a whole.

Conferences / Training / Seminars

- Roll Call Training covers numerous police department new and revised General Orders/Policies and Procedures during the month of December.
- Police Law Institute monthly-computerized training for December covers the following topics: Human Rights, Legal Updates, and Procedural Justice.
- Sgt. Durham continues her Northwestern's Staff and Command class, it meets two weeks on and two weeks off with work to be completed on the non-class days.

Administrative

- Participated in daily virtual meetings with all village department heads as we all participate with social distancing guidelines.
- Chief Rollins participated with the Executive Board of the Kane County Chiefs of Police Association introduction meeting with the new State's Attorney for Kane County on December 7th. The meeting took place at the Kane County Sheriff's Office.
- December 8, Sugar Grove Police Department received the official paperwork that we were certified under the Federal Use of Force Certification initiative.
- December 8, Chief Rollins reached out to the Kane County Health Department for an update to the distribution of vaccine within the county.
- Chief Rollins electronically attended the Tri-Com Executive Board Meeting on December 9th.
- Chief Rollins electronically participated in and presented for the Illinois Chiefs of Police Association Executive Board meeting on December 9th.

- December 10th, Chief Rollins electronically participated in the Kane County Chiefs of Police monthly Executive Board meeting.
- December 11, Chief Rollins participated in a statewide conference call regarding the distribution of vaccines and providing law enforcement support with the logistics of distribution and site security.
- December 12, Sugar Grove Police, Fire and the Park District partnered in the Santa's Jingle Tour neighborhood visits.

Directed Patrols and Crime Prevention Activity

- Speed Trailer – Deployed on December 8 to Dugan Ave. to address speeding vehicles and provide traffic education in the area.
- Speed Radar Pole Signs:
 - Unit 1 – deployed November 20 in the 300 block of Capitol Drive to address concerns of neighbors about speeding autos heading northbound.
 - Unit 2 – deployed November 20 in the 300 block of Capitol Drive to address concerns of neighbors about speeding autos heading southbound.
- Public Safety Message Boards were deployed in two neighborhoods alerting residents to lock their car doors. The crime prevention campaign of Lock it or Lose It as an on-going reminder to residents also being pushed on our social media platforms. The message boards will be moved each week to various subdivisions around the Village.



Unit 1 – placed in Lakes of Bliss Woods.

Unit 2 – placed in Windstone.

Emergency Preparedness:

- The Emergency Warning Siren weekly silent siren testing is on-going. All equipment is operational.
- Coronavirus planning and internal conference calls with department heads has been taking place the past couple of weeks.

- We are continuing to monitor the ever-changing landscape regarding the Corona Virus and the group is staying in contact with one another frequently on each day. Planning for opening up the buildings is underway. The State of Illinois entered into Phase 4 for re-opening more parts of the economy on June 26. October 23, additional restrictions for Kane County went into effect due to its high positivity rate. However, on November 11, 2020, the Governor imposed Tier 2 restrictions on Kane County due to its positivity rate of exceeding a 7-day rolling average above 8 percent for three consecutive days. November 20, Governor Pritzker instituted Tier 3 enhanced Mitigations across the entire State.

Upcoming Activities:

- None

Village of Sugar Grove
Public Works Department

MEMORANDUM

December 10, 2020

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 December 3, 2020 I attended by Zoom the KKCOM Full Council Meeting. The FY21-25 Council STP Program/Contingency Program was approved and several reports were presented. The reports presented were: Directors Report, Executive Committee Report, Local Roads Updates, CMAP Report, Transportation Improvement Program Update and the Kane/Kendall County reports. This information is posted on Kane County's website.

On December 3, 2020 Brad Merkel and I attended a Zoom meeting with all other Village Department heads to discuss the CIP. Public Works completed the beginning stage of entering the data for all projects identified in the CIP kick off meeting.

On December 9, 2020 Brad Merkel, Pat Rollins, Michele Piotrowski and I attended a Zoom Pre-Construction meeting for the Aurora Airport/Sugar Grove Drainage District drain tile replacement project. Wheeler Rd will be closed temporarily as a result of the drain tile crossing the road. This project will repair or replace the damaged drainage tile starting on the east side of the Sports Complex, under Wheeler Road and onto the Aurora Airport Property. This project is being coordinated by Kane County and City of Aurora. The Police Department and Fire Department participated in the meeting for road closure information. A detour route will be posted when the west part of Wheeler is closed. The information will be posted on the Village Website. The project is scheduled to start in the next 2 weeks.

Public Works Field Operations:

Staff has completed trimming parkway trees in Settler's Ridge and has started in Windsor Point.

Staff has repaired 2 street lights.

Staff Collected Monthly Water Distribution and Source Samples as required by the IEPA.

Staff completed 46 locates to date in December.

Staff completed fall sanitary sewer jetting, a total of 5100 feet of sanitary sewer have been jetted.

PM is being finalized on the Snow & Ice Control Fleet. Currently we have approximately 2000 Tons of Salt in Storage.

Well 10 Project:

The New Pump and Motor have been installed. Startup will be completed once the Motor Control Center Replacement is complete. Start-up is scheduled for December 16, 2020.

	Current FY November - 20	Previous FY November - 19	Current Fiscal YTD	Previous Fiscal YTD
JULIE Tickets	112	116	6757	10,737
Total Distribution Pumpage (1,000 gallons)	21MG	20.9MG	200MG	215MG
Average Daily Pumpage (1,000 gallons)	.67MG	.67MG	.84MG	.87MG