



## ADMINISTRATION DEPARTMENT STAFF REPORT

**TO:** Village President and Board of Trustees  
**FROM:** Brent Eichelberger, Village Administrator  
**DATE:** February 26, 2021

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

**MWCOG** – President Michels and Administrator Eichelberger participated in the February MWCOG meeting. Most members reported they are coming out of the Pandemic in cautious, but sound financial condition due in large part to the CARES funding. The cost of mandated Police body-cameras and other aspects of the Illinois Crime Bill were discussed. A potential state-wide water fee to support lead service line replacement was noted. It was reported that the deep aquifer we utilize will benefit from Joliet’s plan to convert to Lake Michigan water by 2030, but the aquifer will still be of concern due in part to the number of self-supplied industrial water users in Will County.

**Congresswoman Underwood Federal Funding Forum** – Staff is putting significant time and effort into responding to the Congresswoman’s solicitation of funding requests. At this time there is no estimate of funding probabilities.

**Senator Villa Meeting** – Administrator Eichelberger participated in a video meeting with State Senator Villa. LGDF preservation, unfunded mandates, and assistance with the Park & IL 47 Signalization Project were presented as primary local issues.

**US 30 Improvements/Municipal Drive Pedestrian Crossing** – All interested parties are encouraged to view IDOT’s US 30 Improvement Project website at is [Home | US30 E Dauberman I47 \(us30eastofdaubermantoil47.org\)](#) and submit a comment requesting a pedestrian crossing at Municipal Drive be included ([Contact Us | US30 E Dauberman I47 \(us30eastofdaubermantoil47.org\)](#)).

**Website** – Notices were published to the website regarding COVID mitigations, National Engineers’ Week, and the Village receiving the GFOA Distinguished Budget Presentation Award. Updates continue to be made the to the Village coronavirus webpage - <https://www.sugargroveil.gov/coronavirus-information/>

**Social Media** – Nine Facebook posts were published in the past two weeks including Village Board Agenda, IDPH and Kane County COVID Reminders, Parking Snow Bans, PPP opportunities from the U.S.

Small Business Administration. Over 1,300 people were reached with a post reminding residents of electronic waste pick-up registration.

**Village YouTube Channel** –The audio recording of the February 16 Village Board Meeting and the February 12 Ethics Commission meetings were uploaded to the site.

## Village of Sugar Grove, Illinois

### Administration Department Action Plan Accomplishments Fiscal Year 2020-2021

The focus of the Administration Department is to serve in a leadership role with the other Village departments, insure that the policies of the Board are followed and act as the primary staff liaison with other governmental bodies and outside agencies.

Most of the Administration Department's goals are imbedded in the goals of the other departments. There are limited efforts that primarily or solely fall under Administration.

Specific goals for the Administration Department are listed below.

1. 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.

*The Village Board approved an ordinance extending the existing boundary line agreement with Plano at the July 21, 2020 Village Board meeting. The signed agreement has been sent to both Kane and Kendall Counties for recording. **This item is complete.***

2. Explore a Boundary Agreement with Elburn. Completion will be achieved by the approval of a new Boundary Agreement with Elburn. It is recognized that this may be a multi-year project.

*Village President Michels and Village Administrator Eichelberger met with the Elburn Village President and Administrator. They presented their ideas for an Agreement. Discussion of a response is on the March 2 VB agenda.*

3. Explore a Boundary Agreement with Big Rock. Completion will be achieved by the approval of a new Boundary Agreement with Big Rock. It is recognized that this may be a multi-year project.

*Big Rock has not responded to our inquiries regarding a boundary agreement.*

4. 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.

*This project has been added to the Capital Improvement Plan and is currently on hold at this time. It is estimated that the need will be evaluated periodically to ensure that proper projections are maintained.*

5. Research the buildout of the 160 S. Municipal Drive building for future office use. Focus will be on a Return on Investment analysis. Completion will be achieved through presentation of a plan for VB consideration.

*This project has been added to the Capital Improvement Plan and is currently on hold at this time.*

6. Complete cross training between the appropriate levels of the Administration staff with the other departments. Completion will be achieved when cross training is complete.

*The appropriate level of cross training given the duties of the Senior Management Analyst has been achieved. Opportunities will continue to be explored in the future. **This item is considered complete for Action Plan purposes.***

7. Foster relationships with other community governmental bodies at the local, regional, state and federal levels. Completion will be achieved through the establishment of a systematic contact framework.

*In response to COVID weekly meetings with members of the other local taxing bodies including the Park District, the Library, the Community House, Kaneland School District, the SG Fire Protection District, and the Township were established. On a monthly basis staff is reviewing the local, county, state and federal contact list and facilitating appropriate contact. **This is an ongoing item but is considered complete for Action Plan purposes.***

8. Engage residents in the public feedback process. Conduct regular surveys on a variety of timely topics to help gauge community sentiment. Publish results and follow-up to demonstrate how resident participation impacts outcomes. Completion will be achieved by conducting a minimum of twelve surveys.

*A communications survey was conducted via Survey Gizmo in mid-July. Over 740 responses were received. Results have been posted to the website. Staff has made changes to the e-newsletter system to consolidate mailing lists to ensure all subscribers receive all mailings. All respondents who indicated interest in the Nixle Alert Program were emailed to sign-up for the program when it went live in January 2021.*

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.

*No OSHA reportable accidents have occurred in FY 2021.*



## FINANCE DEPARTMENT STAFF REPORT

**TO:** Village President & Board of Trustees  
**FROM:** Matt Anastasia, Finance Director  
**DATE:** February 25, 2021

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

### **Meetings:**

***Investment Committee Meeting*** – The Investment Committee met to discuss the balance and investments for the Village, look at the future of interest rates and where we see our investments in the next year to two. Interest rates continue to look to be minimal in the near future.

### **Tasks:**

- The FY21-22 Budget process has begun. The first Budget Workshop was held at the February 16, 2021 Board meeting to discuss the General Fund. The second Budget Workshop to discuss the remaining Funds is to be held on March 2, 2021 Board meeting. The third Budget Workshop is to be held at the March 16, 2021 Board meeting to discuss any outstanding or requested items from the first two meetings, with the Budget Ordinance and related Resolutions at the April 6, 2021 Board meeting.

### **Updates:**

- There have been 0 additional cases of COVID-19 in the Village. This makes a total of 13 positive cases for Village Staff. All procedures and protocol has been followed for testing and disinfecting.
- The Village has now received 12 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 Webinar Series*** – I have begun the 2021 Authorized Agent webinar series host by IMRF. This certification is required annually for each municipalities appointed Authorized Agent.

**IML Webinar – Police/Fire Pension Funding Challenges** – Presentation was made as part of the Illinois Municipal Policy Journal Webinar Series. The full discussion and article will be published in the next IML journal.

**Accounts Receivable through February 28, 2021:**

	<b><u>As of February 28, 2021</u></b>	<b><u>As of February 29, 2020</u></b>
<b>Account Billings:</b>		
<i>Garbage Accounts</i>	3,295	3,272
<i>Water Accounts</i>	4,303	4,283
<i>Sewer Accounts</i>	4,028	4,009
<i>Road Maintenance</i>	3,476	3,455
<i>ACH Customers</i>	1,001	979
<b>Delinquent Accounts:</b>		
<i>1st Step - Late Bills</i>	600	624
<i>2nd Step - Delinquent Notice Sent</i>	29	36
<i>3rd Step - Tag Notice</i>	15	19
<i>4th Step- Water Shut-Off</i>	4	2
<i>Past Due Notices</i>	146	160
<b>Active Payment Plans:</b>	4	1
<b>Outstanding Accounts Receivable:</b>		
<i>Sewer Usage</i>	\$13,518.98	\$10,203.21
<i>Water Usage</i>	13,701.40	9,570.12
<i>Sewer Maintenance</i>	8,494.57	6,996.55
<i>Water Maintenance</i>	10,881.26	8,906.57
<i>Garbage</i>	7,008.70	4,803.42
<i>Discount</i>	-	-
<i>NSF Fee</i>	105.00	70.00
<i>Shut-Off Fee</i>	245.00	209.00
<i>Road Maintenance Fee</i>	2,543.57	1,853.61
<i>Tag Fee</i>	226.72	121.72
<i>Copper &amp; Lead Sampling</i>	-	-
<i>Construction Charge</i>	55.00	27.50
<i>Lien Fees</i>	-	-
<i>Hydrant Fees</i>	376.97	-
<i>After Hours Turn on Fee</i>	-	-
<b><u>Total Accounts Receivable</u></b>	<b><u>\$57,157.17</u></b>	<b><u>\$42,761.70</u></b>

**Village of Sugar Grove, Illinois**  
**Finance Department Action Plan**  
**Fiscal Year 2020-2021**

The Finance Department is responsible for overseeing the fiscal operations of the Village.

Primary responsibilities of the department include accounting and financial reporting, creating the budget and compiling the budget document, managing the audit process, investment and cash management activities, payment of bills, billing and collecting of revenue, payroll processing, human resources and risk management.

Specific goals for the Finance Department are listed below.

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 April 2021.

*No report.*

2. Evaluate options for funding a proposed new Village Hall. This will be completed by April 2021.

*The Village is currently exploring the options available for a new Village Hall vs. updating and renovating the current Village Hall to make it more efficient and useable for all departments.*

3. With the hiring of a new Utility Billing Clerk, it is important to cross train staff and provide all the necessary training. This will continue through the fiscal year.

*On-going training continues throughout the year. Additional external training done through BS&A user groups for cross training purposes as they become available.*

4. Update the Utility Billing system to have 100% contact information (e-mail addresses or phone number) within the system. Anticipated completion date by February 2021.

*In-Process, we are updating contact information as residents call in, but also promoting this through our social media and website.*

5. Begin to create an electronic filing system for records management. Research the potential integration of a fully-built out Laserfiche system to create records retention and management programs. Anticipate completion date January 2021.

*Due to COVID, this is on hold as training has not been able to be completed yet. This will be a multi-year project as well to become fully electronic. As we update Utility Billing*

*customer information, Staff is also scanning in address records that coincide with each residential address.*

6. Research a government corporate credit card to pay vendors and accumulate rewards to be able to purchase ongoing items through the rewards program. Anticipated completion date December 2020.

*No Report.*

7. 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 October 2020.

*Department heads and Staff are going through the current CIP to update current projects, as well as add new projects needed. This is anticipated to be presented during the budget workshops for FY2021-2022.*

8. 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 2020-21. Staff expects this to be done by the end March 2020.

*The safety committee continues to have quarterly meetings.*

9. 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.

*No accidents to report for FY2020-2021.*





**COMMUNITY DEVELOPMENT DEPARTMENT**  
**ACTIVITY REPORT**  
MARCH 2021

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

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

**Activity highlights.**

**Planning & Zoning**

- Prepared agenda material and attended Village Board meeting
- Meeting with property owner concerning solar garden installation for a commercial building
- Meeting with property owner and prospective developer for possible residential development on Galena Boulevard property
- Reviewing revised Annexation Agreement for proposed Rosewood development
- Consultations with property owner concerning completion of Sugar Grove Center commercial building

**Building**

- Punch list work continues at Prairie Pointe; waiting on contractors to obtain certification for the building elevators, resolve ventilation problems in building; collaborating with owner on expediting final occupancy inspection process. A third party has been hired to evaluate the HVAC system installation and provide recommendations for fixes for problem areas.
- Responded to heating complaints at Chelsea Senior Commons; problem resolved

**Economic Development**

- Continued discussion with prospective commercial developer concerning former Prairie Grove property entitlements and access issues
- Consultations with Next Site representative concerning scope of work and contract
- Consultation with interested party concerning locating manufacturing business to Sugar Grove

The focus of the Community Development Department is to ensure the public health, safety and general welfare through the administration and enforcement of land use and development, building construction, and property maintenance regulations, policies and programs. The Department utilizes three divisions to carry out its focus: planning and zoning, economic development, and building inspection.

Specific goals for the Community Development Department include the following:

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. FY20-21 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 and data centers. Full completion of this goal will be the presentation of revised sections of the Zoning Ordinance to the Village Board for adoption.

*Solar regulations amendment adopted; data center district draft in progress*

2. Complete transformation of the Subdivision Regulations into a Development Code. Begun in FY17, this effort is expected to continue in FY21 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. Begin update of Comprehensive Plan. Assuming the Village's application for a CMAP Local Technical Assistance grant is approved and the Village funds its portion of the project, completion of community outreach and education effort and existing conditions analysis is expected in FY20-21. Plan development also is expected to begin but may not be completed in the current fiscal year. Full completion of this goal will be presentation of a consensus plan for adoption by the Village Board.

*IGA with CMAP approved; awaiting project scope of work from CMAP in order to kick-off project.*

4. 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. Developing and implementing a strategy for using Enterprise Zone benefits is an incentive that needs to be explored. Emphasis should be 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.

*Monitoring the impact of the pandemic on all types of economic development opportunities. Prepared a checklist and program for establishing outdoor dining area at restaurants in the Village effective with the Phase 3 re-opening procedures and guidelines. Directed several businesses to Kane County business interruption program.*

*Set to begin implementing the contract with retail recruiting firm (Next Site).*

5. Develop and implement a marketing plan, including adaptive reuse, for the former Chesterbrook Academy building in Sugar Grove Center.

*Anticipate retail recruiting firm (Next Site) to assist in this endeavor.*

6. 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.
7. 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. FY20-21 focus areas include updating permit tip sheets, and attempt to be more responsive to community needs for information about specific development proposals.
8. 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 FY20-21 full compliance would be for the Community Development Department to experience no accidents in the fiscal year and to conduct quarterly Department safety meetings.

*Public contact during the pandemic has been limited. The public is limited to the vestibule of the CD building and social distancing, per CDC recommendations is exercised by staff when in the field. Vehicles are sanitized at the end of each day. Office staff is working remotely as much as practical to ensure continuity of operations. COVID-19 barrier at the front counter to separate staff from the public has been installed. Fire extinguishers installed in CD vehicles.*



## **POLICE DEPARTMENT STAFF REPORT**

**TO:** PRESIDENT MICHELS & BOARD OF TRUSTEES  
**FROM:** PAT ROLLINS, CHIEF OF POLICE  
**DATE:** FEBRUARY 26, 2021

### **Significant Police Events**

- None.

### **Conferences / Training / Seminars**

- Police Law Institute monthly-computerized training for February covered the following topics: federal and state human trafficking laws.

### **Administrative**

- Chief Rollins participated in a couple of budget review meetings along with other staff members.
- Chief Rollins virtually attended the Kane County Chiefs of Police monthly meeting on February 18.
- Chief Rollins virtually attended the Kane County DUI Task Force Meeting on February 18.
- Chief Rollins has been working with multiple vendors about future replacement equipment for officers and the squad cars; Tasers, Body Cameras, and In-Car Cameras.
- A vendor came out to measure officers for replacement bullet proof vests. Some vests expire this year and the majority of the department expire next year.
- Chief Rollins participated in a statewide intelligence monthly meeting on February 25.
- Some of the staff received their second dose of vaccine offered through the Kane County Health Department on February 18 and 19th. A few of the officers called in sick 1 to 2 days due to the side effects. All are back working and reporting no issues.

### **Directed Patrols and Crime Prevention Activity**

- Speed Trailer –stored inside for a couple of months to keep it out of the winter elements including salt, to preserve the life of the trailer.
- Speed Radar Pole Signs:
  - Unit 1 –temporary storage during the extreme temperatures.
  - Unit 2 –temporary storage during the extreme temperatures.

### **Emergency Preparedness:**

- Wednesday, February 24, Sugar Grove Community Alert messaging system – Nixle assistance is now available by calling the Village. The Village Phone auto-attendants for each department now been updated with options to reach our internal technical assistance line for residents needing help with signing up with Nixle.

### **Upcoming Activities:**

- None

## Village of Sugar Grove, Illinois

### Police Department Action Plan

Fiscal Year 2020 – 21

The Police Department is responsible for keeping Sugar Grove safe and tackling crime through quality policing that secures the trust and support of the people it serves and protects.

Primary responsibilities of the department include keeping Sugar Grove safe by minimizing the loss of life, personal injury, and property damage resulting from crime or exposure to unsafe conditions caused by traffic collisions or emergency incidents. The Sugar Grove Police Department strives in being responsive and proactive in preventing and suppressing crime through evidence-based policing strategies, and ensuring a high quality of livability and sense of security. And, Securing trust and support by performing and obtaining results in a manner that embodies equal justice under the law, effective engagement with the community and continuous improvement. Foster a culture of service excellence, operational efficiencies, and risk-intelligent innovation. Engage in activities that enhance Police-Community collaboration, trust and support. Enhance safety, reduce criminal victimization, and strengthen emergency response.

Specific goals for the Police Department are listed below.

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.

*On-hold due to COVID-19 but still working through the planning phase.*

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 we're meeting and exceeding the standards in place.

*Officer Hanold and others from the department are wrapping up the remaining items. Officer Hanold is coordinating a mock assessment team to come in to review our standards. Accreditation Team will follow behind for their official assessment of our agency.*

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.

*On-going*

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, Religious Institutions and other entities within the Village.

*Completed- Schools drills at the elementary and middle school have been completed..*

5. Streamline records processes with the use of electronic accidents to be pushed into the police department record's database software.

*Currently In discussions with our vendor.*

6. Implement modern technologies for the officers to utilize electronic accident data that will make the process more efficient and interface with the records management software directly to the State.

*Currently In discussions with our vendor*

7. Transition off a Uniform Crime Report (UCR) over to a new federal mandate, National Base Incident Reporting (NIBRS). Agencies to go-live January 2021 with the new reporting format.

*Completed- NIBRS is live as of January 2021.*

8. 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.

*On-going.*

Village of Sugar Grove  
Public Works Department

**MEMORANDUM**

February 24, 2021

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 February 16, 2021 Brad Merkel and I attended FY21-22 Staff Budget Workshop virtual meeting. Staff continues to review the budget and provide information as needed.

On February 23, 2021 Brad Merkel and I attended the Northwest Water Planning Alliance virtual meeting. There was a Presentation on Chloride in Will County: Connecting Land Use to Contamination in Groundwater.

On February 25, 2021 I attended the Kane County Division of Transportation stakeholder planning session. The meeting was held to collaborate with stakeholders and brainstorm ideas about various aspects of the Impact Fee Program.

Public Works Field Operations:

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

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 has been delayed due to technical issues.

Snow Events:

Date:	Snow Fall	Miles Driven	Tons of salt used
2/11/2021	Drifting Snow	105	3.5
2/12/2021	.5" Snow	162	8
2/13/2021	2" Snow	574	40
2/14/2021	Drifting Snow	186	10
2/15/2021	2" Snow	828	9.5
2/16/2021	4.5" Snow	533	0
2/17/2021	Drifting Snow	150	0



2/18/2021	.5" Snow	387	5
2/21/2021	.5" Snow/Ice	558	33
<b>Totals:</b>	<b>10" Snow</b>	<b>3,483 miles</b>	<b>109 tons of salt</b>