



## ADMINISTRATION DEPARTMENT STAFF REPORT

**TO:** Village President and Board of Trustees  
**FROM:** Scott Koeppel, Village Administrator  
Tracey Conti, Village Clerk  
**DATE:** December 3, 2024

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The following is a short summary of current projects the Administration Department is working on that have been updated since the last report.

**Comcast** – Staff is reviewing a franchise agreement with Comcast for residential services. Staff is also comparing the different franchise agreements.

**MetroNet** – Staff met with MetroNet to negotiate the settlement agreement. The agreement should be ready for approval on December 17.

**PD remodel** – Staff met with Cordogan Clark to review concepts and provide feedback. Staff hopes to present concepts to the Village Board in early 2025.

**Social Media** – Staff signed up for Constant Contact and continues to find options to communicate with our residents.

**TIF 2** – Staff continues to work on an IGA and Resolution for a ambulance for SG Fire.

**Ballot Lottery** – Staff did a lottery for the order of the Trustee positions on the ballot for April 1.

**CPEP Presentation** – Staff presented a CPEP check to Rocky's Dojo and did a site visit.

**6 Month Budget** – Staff met to discuss 6-month budget projections ahead of the VB discussion.

**Virtual Townhall** – Staff worked with Krantz Strategies on a virtual town hall presentation.

**Laserfiche Training** – Staff attended remote Laserfiche training.

**Development** – Staff is working with multiple developers on potential sites in the Village.

**FOIA Requests** – FOIA requests have been less frequent in the past month.

**PAC** – Administration staff is working with the Attorney General's Public Access Counciler because of FOIA and OMA review requests.

**Records Retention** – Staff is working with the State Records Archive/Department on record retention/destruction.

**Open Meetings Act Training** – Staff attended a webinar hosted by the Illinois Attorney General regarding the Open Meetings Act.



## FINANCE DEPARTMENT STAFF REPORT

**TO:** Village President & Board of Trustees  
**FROM:** Matt Anastasia, Finance Director  
**DATE:** November 26, 2024

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

### Tasks/Updates:

- **SRT-BWC Grant.** I have submitted to SRT for our grant reimbursement amount of \$14,000 for 7 additional body-worn cameras.
- **MFT State Audit.** We received a request from the State of Illinois for a periodic MFT Audit. This audit covers the period of FY2021-2024. All documents have been submitted ahead of the December 5, 2024, deadline.
- **2025 Open Enrollment.** 2025 Open Enrollment has completed, our first on our benefit portal EASE. Overall, this process went very smooth and had greatly reduced the Village's need for paper documents.

### Meetings:

- **6-Month Update.** I met with all Staff to review their 6-month budget projections, ask questions and clarify their numbers.

### Conferences/Trainings/Seminars:

IMTA Treasurer Institute, November 17-21, 2024 – Bloomington, IL

The week was spent at the IMTA Treasurer Institute, that I not only attended, but I was the Conference Organizer. I had the privilege of coordinating over 30 hours of session speakers for 59 Treasurers, Finance Directors or Finance support staff from all over the State of Illinois. This conference is held in Bloomington, IL annually, and as the Education Chair for the Illinois Municipal Treasurer Association (IMTA), this is one of my duties. I also am on the Board of Directors for the IMTA.



## Community Development Staff Report

TO: Village President and Board of Trustees  
FROM: Danielle Marion, Community Development Director  
DATE: November 22, 2024

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The following is a short summary of current projects that the Community Development Department is addressing:

### **Meetings:**

**EEL** - I attended the weekly engineering meeting with Staff and EEL.

**EDC Board Meeting** – I attended the quarterly Economic Development Corporation Board meeting.

**Lennar** – I met with Lennar, fellow staff, and the Fire Department to discuss the sprinkler requirement for the townhomes in the proposed Lennar Development.

**Potential Development** – met with fellow staff to discuss a potential development.

### **Tasks/Updates:**

**Settlers Ridge Drainage** – received approved grading plans, still waiting for them to begin work.

**Settlers Ridge Areas 5 & 6** – Village Board approved the proposal, finalizing engineering.

**Starbucks** – Permit ready to be issued, just waiting for Starbucks.

**Cilantro** – is still working on finishing their interior buildout. Opening soon.

**Jiffy Lube** – Plan Commission recommended approval at the November 20, 2024 meeting.

**Maple Grove** – The public hearing for Maple Grove was opened with the Plan Commission on October 16<sup>th</sup>. The Plan Commission continued the public hearing until November 20<sup>th</sup> and requested some additional information from the developer. The Plan Commission continued the public hearing again to December 18<sup>th</sup>, there are a number of issues they are working through.

### **Planning & Zoning:**

Prepared agenda material and attended Village Board meetings.

Prepare agenda material for the Plan Commission meeting.

Performed multiple plan reviews.

Working on text amendments.

**Building:**

Completed multiple plan reviews and building inspections.

Issued multiple permits.

Working with Cilantro to finish their project.

Working with Clean Edge Construction to finish their project.

Reviewing Plans for new building on Bucktail Lane.

**Property Maintenance/Code Enforcement:**

Seasonal Code Enforcement Officer finished for the year.

Working to begin trying to bring existing commercial properties into compliance with their landscaping.



## **POLICE DEPARTMENT STAFF REPORT**

**TO:** PRESIDENT & BOARD OF TRUSTEES  
**FROM:** PAT ROLLINS, CHIEF OF POLICE  
**DATE:** November 26, 2024

### **Notable Police Events**

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

- Police Law Institute monthly computerized training for November covered Implicit Bias and Cultural Competency.
- Monthly Defensive Tactics Training for November covered Pressure Points.
- Department members received mandatory 5 hours of in-house scenario-based High-Risk Traffic Stop instruction on November 20 and 21 led by Sgt. Grutzius. This was the second part of the training from earlier in the month. Officers need to meet new State mandates for training with these two sessions covered one of the mandates.

### **Administrative**

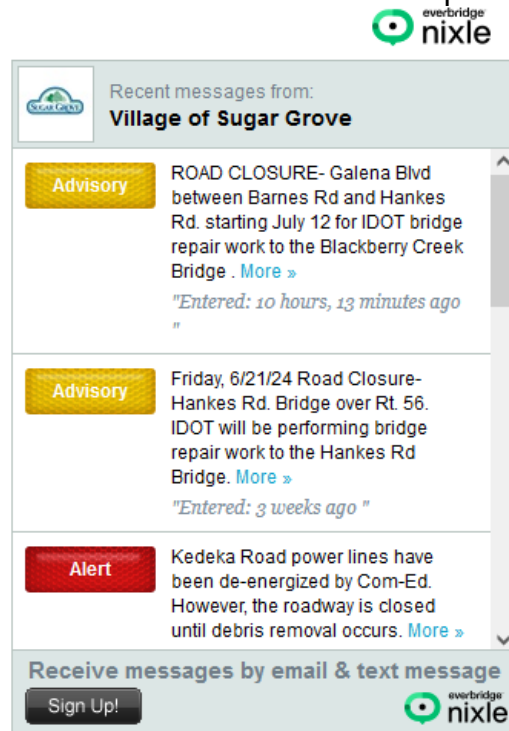
- Chief Rollins on November 20, participated in a virtual webinar hosted by the National Weather Service regarding winter weather services provided by the NWS.
- November 21, Chief Rollins attended the Village's Safety Committee meeting at the Village Executive Office with PW staff and Finance staff included.
- Chief Rollins participated in the ETSB Board meeting on November 21 hosted at the Batavia Fire Department Headquarters.
- 6-month budget projections were completed during the past couple of weeks, and a follow-up meeting occurred on November 26.

### **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.

## Emergency Preparedness:

- No messages were sent out since the last staff report.



- Emergency Warning Sirens monthly and weekly testing continues. They are functioning properly as of November 25, the last weekly test.

## Upcoming Activities:

- Tree Lighting- December 6
- Holiday in the Grove- December 7



## Public Works Staff Report

TO: Village President and Board of Trustees  
FROM: Brad Merkel, Public Works Director  
DATE: November 27, 2024

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The following is a short summary of current projects that the Public Works Department is addressing:

### **Meetings:**

On November 19, 2024, Village staff attended the Pre-Con Meeting for the new location of the Sugar Grove Food Pantry. To date the water, sewer and electrical services have been installed.

On November 19, 2024, I met with other Public Works staff to discuss the IL Rt 47 widening, we are working with HR Green to finalize future utility locations.

On November 21, 2024, Public Works staff attended the Village Safety Meeting.

On November 25, 2024, I met with Village staff to discuss the Silverthorne Development Agreement.

On November 26, 2024, I along with other Public Works staff met HR Green to finalize the Utility Locations for the IL 47 widening project.

On November 26, 2024, I attended the NWPA TAC meeting.

On November 26, 2024, Public Works held the Annual Snow & Ice Control Training.

On November 26, 2024, I met with finance and administration to review the 6-month budget projections for Public Works.

## **Public Works Projects:**

### **The Black Berry Creek Pedestrian Bridge:**

Submittals are being completed; the controlling part of the project is the actual Bridge Structure fabrication which is currently estimated at 9 months. Based on that information the project will likely be completed in 2025. The contractor completed the concrete abutments and is currently working on stabilizing the creek banks/disturbed soils.



### **Main Street Resurfacing Project:**

This project is complete.

### **Well 10 Solar Project:**

The solar portion of the project is complete and online. The fence construction and landscaping are scheduled for completion by the end of November.

### **IL 47 Widening and Utility Relocation Project:**

Staff is working with HR Green to finalize plans by the end of December. Staff estimates construction beginning late 2025 or 2026.

### **Public Works Field Operations:**

Staff completed a total of 92 JULIE tickets.

Staff repaired a fire hydrant on Chelsea that was damaged during an auto accident.

Staff continues to PM the snow & ice control fleet.

Staff completed jetting of 1500' of sanitary sewers.

Staff completed the installation of all holiday lights within the Village, including the tree in Entrance Park for the Holiday in the Grove.



Staff replaced/repared 6 damaged street signs.

Staff collected monthly water samples as required by the IEPA.

**SNOW & ICE CONTROL TOTALS:**

Date:	Total Snow/Ice Fall:	Total Miles Driven:	Tons of Salt Used
11/21/2024	1.5"	211	16
<b>Totals</b>		<b>211 miles</b>	<b>16 Tons Salt</b>



## **ECONOMIC DEVELOPMENT DEPARTMENT STAFF REPORT**

TO: Village President and Board of Trustees

FROM: Michael Cassa, Economic Development Director

Date: November 27, 2024

### **Summary of Projects/Prospects:**

1<sup>st</sup> Secure Bank- staff met with the President, and head of commercial lending for 1<sup>st</sup> Secure Bank on December 19.

214 S. Main Street LLC- the application for a Commercial Property Enhancement Grant for 214 S. Main Street LLC will be presented to the Village Board on January 7, 2025.

CBRE- staff held a virtual meeting with brokers from CBRE to discuss potential sites for a client that is interested in developing townhomes in Sugar Grove.

Capital Commercial- staff is following up with officials from Capital Commercial that are interested in development opportunities in Sugar Grove. Three officials from the firm attended the Brokers Reception on November 6.

Coldwell Banker Commercial- staff is scheduling a follow up meeting with a broker for Coldwell Banker that has a client interested in a new development in Sugar Grove.

Coleman Land Company- staff is assisting a broker from Coleman Land that has a client that is conducting a site search for an office/industrial project.

Inland Real Estate- Michael Cassa met with the head of land acquisition for Inland Real Estate at their Oak Brook office on November 20.

Jones Lang LaSalle- staff held a virtual meeting on November 21 with the data center team leaders for JLL.

Jiffy Lube- the project was presented to the Plan Commission on November 20. Jiffy Lube plans to open a new facility on the out lot between Ace Hardware and First National Bank at Sugar Grove Center.

Rocky's Dojo- a check presentation ceremony was held at Rocky's Dojo on November 20 for the Commercial Property Enhancement Program.

**Marketing and Outreach:**

Brokers Reception- staff is following up with the brokers and developers that attended the second annual Sugar Grove Economic Development Corporation Brokers Reception on November 6, 2024, at Rich Harvest Farms. A debriefing will be held on December 4.

Commercial Property Enhancement Program- the CPEP program criteria will be discussed at the January 7, 2025, Village Board meeting.