



ADMINISTRATION DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees
FROM: Scott Koeppel, Village Administrator
Tracey Conti, Village Clerk
DATE: June 18, 2024

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

Sugar Grove LLC - Meetings with Crown or about Crown remain the focus of Administration.

PD remodel – Administration and Police staff are working on next steps.

Community Development – Staff posted the vacant Planning & Zoning Administrator position.

Kane County EDC Roundtable – Administrator Koeppel attended the roundtable.

Taxing Bodies – Staff and Village President are meeting with all of the taxing bodies after the JRB.

MetroWest Board Meeting – Staff attended the MetroWest board meeting.

Reps Dan Ugaste and Jeff Keicher's 2024 Outside Kid's Fair – Administration and Public Works staff represented Sugar Grove at the event.

Social Media – Administration staff and Krantz Strategies continue to update the Village's social media pages.

FOIA Requests – Administration and Finance continue to handle numerous large FOIA requests. Most of the voluminous requests are regarding the Sugar Grove, LLC development.

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



FINANCE DEPARTMENT STAFF REPORT

TO: Village President & Board of Trustees
FROM: Matt Anastasia, Finance Director
DATE: June 7, 2024

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

Tasks/Updates:

- **Planning & Zoning Administrator Job Posting.** The now vacant Planning & Zoning Administrator position was posted to receive applications. This was posted to the Village website, Facebook, Indeed, ILCMA and APA websites. This position will be open until filled.
- **BS&A Demo/Overview.** I met with Dannielle Marion to give a more in-depth look at our BS&A software, with the additional duties she will be responsible for with her promotion to CD Director.
- **Shark Shredding.** Shark Shredding has started servicing the Village for Confidential Shredding services. ProShred's last shred day was June 7, 2024, they have now picked up their boxes from the Village.
- **EASE Benefits Platform.** Brett and I have been working with our insurance broker, Gallagher Benefits, to develop an electronic platform to be used for our Employee New Hires and Open Enrollment processes. Gallagher has a contract with EASE, free to its clients. We are in the process of building the platform and aim to have this rolled out to employees with our 2025 Open Enrollment process at the end of this year.

Meetings:

- **I-88 & IL-47 Taxing District Meetings.** President Konen, VA Koeppel and myself started to hold meetings with taxing districts within the TIF of I-88 & IL-47 to answer any questions we were able to and see what their concerns were with the project with additional burden to their district.
- **IMTA Institute.** Continued meeting every couple week with the Education Committee planning the Institute in November. We have roughly 50% of our time slots filled with presenters.
- **IRMA Board of Directors Meeting.** Brett attended the IRMA Board of Directors meeting on behalf of the Village. Of note, there was discussion of potential Investment Income credit to be returned to the membership. This will be voted on at an upcoming meeting.

Conferences/Trainings/Seminars:

- **GFOA Annual Conference.** I will be attending the annual GFOA Conference in Orlando, FL as I normally do, being held June 8-12, 2024. More information will be provided on the next Staff Report regarding sessions.



Community Development Staff Report

TO: Village President and Board of Trustees
FROM: Danielle Marion, Planning and Zoning Administrator
DATE: June 13, 2024

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

Meetings:

On June 5th I met with a potential CPEP applicant with Michael Cassa.

On June 5th Michael Cassa and I had the first of weekly meetings to update and coordinate between Community Development and Economic Development.

On June 6th I attended a meeting to discuss drainage issues in Settler's Ridge.

On June 7th I met with Michael Cassa and Pastor Munroe from Sugar Grove United Methodist Church regarding potential development of their property.

On June 7th I attended a walking tour of downtown with Economic Development.

On June 12th I attended the monthly Planning Commission meeting.

On June 13th I attended a check presentation for Four Seasons Contracting for their CPEP grant.

On June 13th I attended a meeting with fellow staff to discuss a potential subdivision application.

Planning & Zoning:

Began enforcement for zoning violation complaints.

Prepared agenda material and attended Village Board meeting.

Prepare agenda material and attended a Special Plan Commission meeting.

Worked on Food Truck Friday.

Performed multiple plan reviews.

Working on text amendments.

Working through Silverthorne submittal.

Building:

Completed multiple plan reviews and building inspections.

Issued multiple permits.

Met with contractor and homeowner over dispute.

Met with fence company for incorrect installation.

Issued three contractor dumping in roadway tickets.

Issues two no permit or contractor registration tickets.

Worked with Chelsea Senior Commons to rectify heating issue.

Working on finalizing as-builts for 470 Heartland.

Property Maintenance/Code Enforcement:

Addressing mowing violations.

Addressing illegal signs.

Addressing vehicle ruts/vehicles and campers parked on the lawn.

Continued discussion with owners of the property located on the northwest corner of Capitol Drive and Park.



POLICE DEPARTMENT STAFF REPORT

TO: PRESIDENT & BOARD OF TRUSTEES
FROM: PAT ROLLINS, CHIEF OF POLICE
DATE: June 13, 2024

Notable Police Events

- Nothing to report

Conferences / Training / Seminars

- Police Law Institute monthly computerized training for June covers the following topics: Lawful Personal Seizures, Pedestrian Stops, Reasonable Suspicion Standard, Pretextual Traffic Stops, with understanding the U.S. Supreme Court case rulings related to each of these topics.
- Monthly Defensive Tactics Training for June covers Weapon Retention.

Administrative


- Village staff met with a member of the Corn Boil committee on June 3 regarding their event with updates on the planning provided.
- Chief Rollins along with all other Department Heads and Village Administrator participated in the Village's Attorney virtual meeting on June 3, 2024.
- Chief Rollins participated in the Police Operations Meeting hosted at Tri-Com on June 4, 2024.
- Chief Rollins participated in a Department Head / Village Administrator weekly meeting on June 5, 2024.
- Sgt. Durham attended the Corn Boil Meeting on June 6, 2024, hosted at the fire station.
- Chief Rollins met with a radio technician on June 10 regarding programming of our mobile in-car radios.
- Administrative Officer Hanold and Chief Rollins have been working on our LEADS audit that occurs every three years. Required documentation has been provided back to the Illinois State Police LEADS administration. All documents were to be turned in by June 13, 2024 for the audit to be performed.
- June 12, PW Director Merkel, Chief Rollins and Fire Chief Moran met at the Fire Station to review the upcoming three community events occurring on Friday, July 21, 2024.
- The police department participated in the annual fire extinguisher inspection on June 13, 2024, that Public Works schedules the annual inspection.


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:

- Two Community Messages have been sent out since the last staff report. Strong winds brought trees with power lines down onto Kedeka Road. The lines were energized and bouncing across the roadway and private property. The roadway was closed for approximately 3 ½ hours for debris removal and for Com-Ed to restore the power to the community. This incident caused power outages to a few areas in the Village.





Recent messages from:
Village of Sugar Grove

Alert

Kedeka Road power lines have been de-energized by Com-Ed. However, the roadway is closed until debris removal occurs. [More »](#)
"Entered: 5 days, 22 hours ago "

Alert

Everyone on KeDeKe Rd. should be aware of arching live wires. Due to wind and wires down. They are electrified, residents stay indoors [More »](#)
"Entered: 6 days, 3 hours ago "

Alert


Traffic is now open for Northbound Rt. 47 from Bliss Road to Harter Rd. [More »](#)
"Entered: 1 month, 2 weeks ago "

Alert

Traffic Accident on Rt. 47 at

Receive messages by email & text message

Sign Up!



- Emergency Warning Sirens monthly and weekly testing continues. They are functioning properly as of June 10, the last weekly test, with one of the sirens needing some repair work to be performed by the vendor.
- Village Administrator Koeppel, Chief Rollins and representatives for the City of Aurora met in person and virtually at the PD reference the Emergency Warning Siren IGA with the City of Aurora. The City of Aurora is desiring to vacate the existing IGA regarding the activation of the Outdoor Emergency Warning Sirens and is amenable to keeping it in place until the fall of 2024. Sugar Grove has been planning and budgeting for this to happen during the current fiscal year and will be keeping the Board informed along the way. The vendor is updating the original quote provided back in October 2023 with updated pricing..

Upcoming Activities:

- Food Truck Friday- July 21
- Fire Protection District Open House- July 21
- Groovin in the Grove, July 21
- Sugar Grove Corn Boil- July 25-28, 2024



Public Works Staff Report

TO: Village President and Board of Trustees
FROM: Brad Merkel, Public Works Director
DATE: June 12, 2024

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

Meetings:

On June 6, 2024, Chris Lemke and I met with representatives from Fox Metro. We meet quarterly with Fox Metro to discuss projects, development and any issues related to Sanitary Sewer.

On June 12, 2024, Brian Schiber and I attended the John Shields Sidewalk Project Pre-Construction with representatives from IDOT, EEI and Triggi Construction. The Project is scheduled to begin on June 24, 2024, and be completed within 30 days.

On June 12, 2024, I met with Chief Rollins and Chief Moran to discuss Food Truck Friday traffic control and parking.

On June 13, 2024, I attended the Four Season's CPEP Grant Check Presentation.

Public Works Projects:

The Black Berry Creek Pedestrian Bridge:

Project bids opened on April 26, 2024; D Construction Inc. was the apparent low bidder at \$571,412.77. The Engineer's Estimate for the project was \$831,700.00. The Project is currently working its way through the IDOT approval process which is estimated to take several weeks to a month.

John Shields Elementary School Sidewalk Project:

This project is scheduled to begin June 24, 2024, and be completed within 30 days.

2024 Road Program:

The project started May 13, 2024, the concrete removal and replacement is complete. Builders Asphalt completed driveway patching. The binder course is complete in all courts, Builder's is scheduled to install binder course on all main roads starting June 17, 2024. Sod will be installed as soon as practical.

Public Works Field Operations:

Staff completed a total of 168 JULIE tickets.

Staff trimmed 26 trees throughout the Village.

Staff repaired 2 Street Lights.

Staff repaired 2 b- boxes.

Staff jetted 1700 feet of Sanitary Sewer in the Heartland Industrial Park.

Staff repaired several areas of concrete and asphalt within the Village from water leak repairs.

Staff completed Village wide asphalt patching using a total of 5 tons of hot mix asphalt.

Staff are currently inspecting and repairing Fire Hydrants in advance of this year's fire hydrant painting project.

Staff collected monthly water samples as required by the IEPA.



ECONOMIC DEVELOPMENT DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees

FROM: Michael Cassa, Economic Development Director

Date: June 12, 2024

Summary of Attraction/Retention Projects and Prospects:

769 Heartland Drive- following up with a retail business considering leasing space in the multi-tenant building.

214 S. Main- follow up with property owner that is interested in applying for a Commercial Property Enhancement Program grant.

BrightPath, a Calgary-based day care and childcare provider, has signed a lease to locate in the former Chesterbrook building at 95 Park.

Four Seasons Development- held a check presentation for the Commercial Property Enhancement Program grant on June 13.

Rocky's Dojo- follow up with owner regarding improvements to his property for the Commercial Property Enhancement Program.

SVN Landmark Real Estate- following up with a manufacturing company that is interested in the site at the northwest corner of Route 30 and Dugan Road.

Sugar Grove Center- following up with a potential tenant for the new lease space at Sugar Grove Center, Lot 17.

Marketing and Outreach:

Kane County- Scott Koeppel and Michael Cassa attended the Kane County Economic Roundtable on June 14 in Geneva.

Illinois Economic Development Summit- the Village of Sugar Grove is one of the sponsors for the Summit, which will be held June 20-21 in Chicago. The Summit is hosted by the Illinois Economic Development Association. IEDA Chairman Michael Cassa will be one of the speakers and will deliver the welcome address on the first day of the conference.

International Council of Shopping Centers (ICSC)- staff is following up with contacts made at the national ICSC show in May. In addition, the Village of Sugar Grove is confirmed as an exhibitor at the ICSC Central show on September 10 at the Hilton Chicago.