



ADMINISTRATION DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees
FROM: Scott Koeppel, Village Administrator
Tracey Conti, Village Clerk
DATE: November 19, 2024

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.

Solar Tax Credits – Staff met with Progressive Energy to investigate all the possible tax credits the Village can apply for.

PD remodel – Staff met with Cordogan Clark to review concepts and provide feedback.

Social Media – Staff launched our Instagram account on November 12th.

Brokers Reception – Staff attended the brokers reception at Rich Harvest Farms.

JRB – Staff attended the Joint Review Board for TIF 1 & 2.

Q&A – Staff finalized and posted the Q&A for the Grove.

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.



FINANCE DEPARTMENT STAFF REPORT

TO: Village President & Board of Trustees
FROM: Matt Anastasia, Finance Director
DATE: November 15, 2024

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

Tasks/Updates:

- **SRT-BWC Grant.** I completed the monthly reporting for the SRT-BWC Supplemental Grant the Village received. We are in the process of paying for the additional BWCs and will submit for reimbursement once complete.
- **FY2024-2025 6-Month Budget Update.** Staff is in the process of completing the FY2024-2025 6-month Budget update. This will be presented to the Board at the next Board meeting on December 3rd.
- **Maintenance Worker I Hire.** Completed the pre-employment process and testing for the new hire in the Public Works – Streets department.
- **FY2024-2025 Budget Document.** The full FY2024-2025 Budget documents is live on the Village website with all the additional material and historical information.
- **2025 Open Enrollment.** We are in the process of 2025 Open Enrollment through our new EASE portal. So far, I have heard positive feedback on the process and ease of use of the portal.
- **455 Arbor Avenue Solar Field.** The Solar Field installation at 455 Arbor Ave. has been complete and is now in service. It will take the Village roughly a year to realize the full savings of the field being active, but it is live. General Energy has already applied to ComEd for the SREC Incentives (Estimated \$60,272 annually) and we should start to see our first payment in January 2025 for those. With direction from Progressive Business Solutions, the Village should hire a Tax Accountant/Tax Attorney for the Federal Tax Incentive credits. This process requires the Village to file a Federal Tax return, which it has never done before. It is a one-time process, and the Village is actually eligible for 40% incentive (estimated \$417,338), rather than the initial 30% incentive anticipated (estimated at \$313,004). I am in the process of working to find a Tax Accountant/Tax Attorney to help us with our process to file a Federal Tax return for 2024.

Meetings:

- **6-Month Update.** I met with Staff to go through the process of the 6-month update in the new software, as well as anyone who is doing this process for the first time.
- **FirstNet.** Chief and I met with our new representative from FirstNet to discuss any needs and projects coming in the future.
- **2024 TIF JRB Meetings.** TIF #1 & TIF #2 FY2024 Annual Joint Review Board meetings were held on November 7, 2024 at 2:30p at the Police Department.
- **Progressive Business Solutions.** Scott and I met with Arnie Schramel from Progressive Business Solutions to go over the next steps for the incentives and credits now that our Solar Field is active.

Conferences/Trainings/Seminars: None

Accounts Receivable through October 31, 2024:

	<u>As of October 31, 2024</u>	<u>As of October 31, 2023</u>
Account Billings:		
<i>Garbage Accounts</i>	3,366	3,334
<i>Water Accounts</i>	4,373	4,340
<i>Sewer Accounts</i>	4,094	4,065
<i>Road Maintenance</i>	3,547	3,514
<i>AutoPay Customers</i>	2,074	1,461
Delinquent Accounts:		
<i>1st Step - Late Bills</i>	501	596
<i>2nd Step - Delinquent Notice Sent</i>	49	53
<i>3rd Step - Tag Notice</i>	14	22
<i>4th Step- Water Shut-Off</i>	2	1
<i>Past Due Notices</i>	293	N/A
Active Payment Plans:	4	3

Outstanding Accounts Receivable:		
<i>After Hours Turn on Fee</i>	\$-	\$-
<i>Construction Charge</i>	-	(30.00)
<i>Copper & Lead Sampling</i>	-	(40.00)
<i>Discount</i>	-	(9.47)
<i>Garbage</i>	6,750.02	5,571.65
<i>Hydrant Fees</i>	(50.00)	2,572.25
<i>Lien Fees</i>	-	-
<i>NSF Fee</i>	-	35.00
<i>Road Maintenance Fee</i>	1,941.05	2,005.32
<i>Sewer Maintenance</i>	5,074.98	6,449.29
<i>Sewer Usage</i>	9,343.75	12,009.22
<i>Shut-Off Fee</i>	105.00	70.00
<i>Tag Fee</i>	175.00	175.00
<i>Water Maintenance</i>	5,943.74	9,269.50
<i>Water Usage</i>	(9,832.83)	(6,019.15)
<u>Total Accounts Receivable</u>	<u>\$19,450.71</u>	<u>\$30,825.09</u>



Community Development Staff Report

TO: Village President and Board of Trustees
FROM: Danielle Marion, Community Development Director
DATE: November 12, 2024

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.

Settlers Ridge Areas 5 & 6 – had a meeting with the Village Engineers to discuss the latest revisions.

Potential Development – met with economic development to discuss a potential development site.

EDC Brokers Reception – I attended the EDC Brokers Reception with fellow staff.

Fox Metro – I attended a meeting at Fox Metro to go over the process for permitting and reviews.

JRB – I attended the annual JRB meeting.

Fire Department – I met with the Fire Chief to go over the process for obtaining approvals for a new Fire Department and training facility on Denny Rd.

CMAPI – met with CMAPI with fellow staff to hear about some of the data they offer.

EDC Board Meeting – I attended the economic development board meeting.

Tasks/Updates:

Settlers Ridge Drainage – received approved grading plans, work should be starting soon.

Settlers Ridge Areas 5 & 6 – staff is working through engineer reviews after Village Board approval.

Starbucks – working on finalizing plans with Starbucks to get their building permit issued. Currently reviewing the latest revisions from Starbucks.

Cilantro – is still working on finishing their interior buildout. Opening date hopefully end of November.

Jiffy Lube – working through reviews of the application and plans. Public hearing will be held with the Plan Commission on November 20th.

Maple Grove – The public hearing for Maple Grove was opened with the Plan Commission on October 16th. The Plan Commission continued the public hearing until November 20th and requested some additional information from the developer.

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 14, 2024

Notable Police Events

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Conferences / Training / Seminars

- Police Law Institute monthly computerized training for November covers Implicit Bias and Cultural Competency.
- Monthly Defensive Tactics Training for November covers Pressure Points
- Deputy Chief Alcaraz and Officer Forest attended the Midwest Traffic Safety Conference November 13 through 16th in Itasca.

Administrative

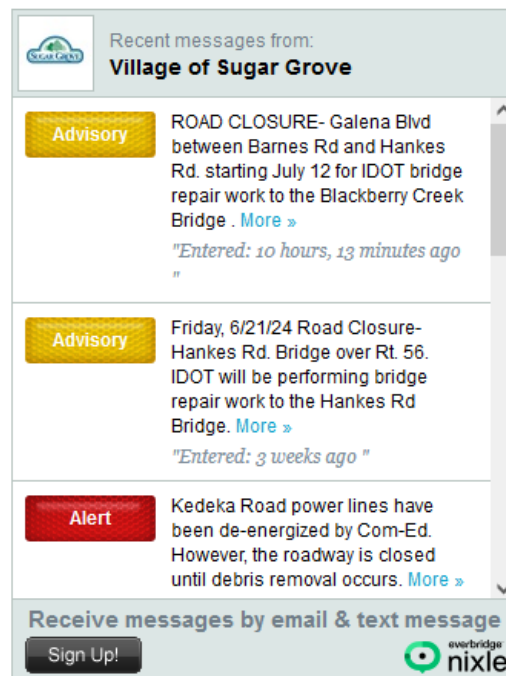
- Chief Rollins along with all other Department Heads and Village Administrator participated in the weekly Department Head meeting on November 6, 2024.
- Chief Rollins and Village Administrator Koeppel met virtually with Cordogan Clark on November 6 regarding the police department remodel/addition. Concept floor plans are being developed for presentation at a future Board Meeting.
- Chief Rollins attended the Annual Brokers Reception / EDC gathering on November 6.
- Community Engagement occurred on November 8th with the Sugar Grove Police Department, Village of Sugar Grove, Illinois Attorney General's Office presentations on Cyber Security, Scams, Frauds, and services offered by each entity. Presentations made by Village President Konen, Chief Rollins and a representative of the Attorney General's Office took place at the Sugar Grove Senior Living facility along with Chelsea Commons.
- Community Engagement occurred on November 11, with Chief Rollins attending the Meadowridge Villas men's breakfast gathering.
- Chief Rollins participated in Tri-Com's Executive Board meeting on November 13 hosted at Tri-Com.
- Chief Rollins along with all other Department Heads and Village Administrator participated in the weekly Department Head meeting on November 13, 2024.
- Administrative Officer Hanold oversaw the monthly administrative hearings hosted at the Board room on October 13.

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.

A screenshot of a Nixle mobile application interface showing recent messages from the Village of Sugar Grove. The interface has a light blue header with the Sugar Grove logo and the text "Recent messages from: Village of Sugar Grove". Below this, there are three message cards. The first card is labeled "Advisory" in a yellow box and contains text about a road closure on Galena Blvd starting July 12 for IDOT bridge repair work. The second card is also labeled "Advisory" in a yellow box and contains text about a road closure on Hanks Rd. The third card is labeled "Alert" in a red box and contains text about power lines being de-energized on Kedeka Road. At the bottom, there is a section titled "Receive messages by email & text message" with a "Sign Up!" button and the everbridge nixle logo.

Recent messages from:
Village of Sugar Grove

Advisory ROAD CLOSURE- Galena Blvd between Barnes Rd and Hanks Rd. starting July 12 for IDOT bridge repair work to the Blackberry Creek Bridge . [More »](#)
"Entered: 10 hours, 13 minutes ago"

Advisory Friday, 6/21/24 Road Closure- Hanks Rd. Bridge over Rt. 56. IDOT will be performing bridge repair work to the Hanks Rd Bridge. [More »](#)
"Entered: 3 weeks ago"

Alert Kedeka Road power lines have been de-energized by Com-Ed. However, the roadway is closed until debris removal occurs. [More »](#)

Receive messages by email & text message
[Sign Up!](#)

- Emergency Warning Sirens monthly and weekly testing continues. They are functioning properly as of November 11, the last weekly test.

Upcoming Activities:

- 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 14, 2024

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

Meetings:

On November 7, 2024, I along with other Village staff attended a meeting at Fox Metro to go over inspections, permitting and coordination. The meeting was held to help communication with the forecasted growth within the Village.

On November 8, 2024, I attended Kane County Stakeholder Meeting for IL RT 47 widening from Waubensee College to Huntley. The stakeholder group plans to meet monthly to discuss routes and issues with the project.

On November 13, 2024, I attended the ComEd JOC Municipal Portal Exercise. The Municipal Portal is a tool we can use to report and prioritize power outages to ComEd.

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 besides landscaping and punch list items.

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 October. IDOT provided an IGA for Utility Relocations that is on the October 1st Board Meeting for approval. Staff estimates construction beginning late 2025 or 2026.

Public Works Field Operations:

Staff completed a total of 83 JULIE tickets.

Staff removed the Village banners on Main St, Municipal Dr, Galena Blvd and the roundabout area.

Staff restored several areas from tree removals.

Staff continues to PM the snow & ice control fleet.

Staff sprayed all Village facilities for weeds.

Staff repaired 2 streetlights.

Staff replaced/repared 7 damaged street signs.

Staff patched potholes throughout the Village using a total of 2 tons of asphalt

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: November 14, 2024

Summary of Projects/Prospects:

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 November 19.

Bright Path- staff has reached out to Bright Path offering to assist with a grand opening fore their new day care center at 95 Park. Bright expects to open very soon.

Coldwell Banker Commercial- staff is conducting a site search for a broker for Coldwell Banker that has a client interested in a new development in Sugar Grove.

Culver's- Village President Jennifer Konen, Village Administrator Scott Koeppel and the Economic Development staff will hold the next business retention visit at Culver's on December 4.

Cushman & Wakefield- Michael Cassa will be meeting Shannon O'Hare, a national site consultant for Cushman & Wakefield, in Chicago on December 3.

GMX- staff is reviewing the revised plans for Starbucks submitted by GMX Real Estate.

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

Lennar- staff held a follow up meeting on November 15 with Lennar officials at the Sugar Grove Fire Protection District office.

NAI Hiffman- Michael Cassa will meet with brokers from NAI Hiffman at their Oakbrook Terrace office on November 20.

Marketing and Outreach:

Brokers Reception- the second annual Sugar Grove Economic Development Corporation Brokers Reception was held on November 6, 2024. Nearly 60 brokers, developers and local Ambassadors attended the event at Rich Harvest Farms. Each guest received a gift bag containing items from Rosewood Farm. Village President Jennifer Konen and Jon Meagher, General Manager of Rich Harvest Farms, spoke briefly at the reception. Staff is following up with the guests, including those from CBRE and Jones Lang LaSalle.

CMAP- Michael Cassa and Community Development Director Danni Marion met virtually with Doug Ferguson of CMAP on November 12. The meeting included a discussion of grant opportunities and CMAP data and resources that can be accessed by the Village.

Commercial Lenders- Michael Cassa met with commercial lenders from Wintrust Bank on November 13 to discuss development opportunities in Sugar Grove. A similar meeting will be held with 1st Secure Bank on November 19.

Intersect Illinois- Michael Cassa met with Christy George, the new President & CEO of Intersect Illinois, at her office in Chicago on November 18. Intersect Illinois is the business attraction organization for the State of Illinois.

TIF Joint Review Board- staff attended the TIF Joint Review Board meeting on November 7.



Village of Sugar Grove Initiative Fiscal Year 2024-2025 - November 2024

Initiative		Time in Months	Estimated Cost	Actual Cost	FY24-25 Departmental Measurable Objective	Update	VB Discussion Target Date(s)
ADMINISTRATION DEPARTMENT							
1	Village Branding Refresh	12	\$ 30,000		Create a Communication Plan and rebrand the Village for consistency throughout each department. Including but not limited to PR Training, consistency through each department for memos, letterhead, staff report, resolution/ordinances, communications, emails for formatting and looks. Update logo and digital presense.		
2	Lobbyist	6	\$ 24,000		Create Request for Qualifications, interview, and evaluate potential lobbyist firms for the Village. Then make a recommendation to the Village Board.		
3	Review and Update Content on Website	12	\$ -		Review and update content on Village website to increase transparency and ease of use for the public.		
FINANCE DEPARTMENT							
1	Finalize & Receive Recognition as a Certified Illinois Municipal Treasurer	6	\$ 1,000		Apply and receive recognition as a Certified Illinois Municipal Treasurer as the final step of completing the Phases of the Illinois Treasurers Institute.	I received the acknowledgement of becoming a Certified Illinois Municipal Treasurer at the IMTA Annual Conference June 23-25. At the same time, I was also elected to the Board of Directors for 2024-2026.	
2	Review & Update the Village's Performance Evaluation Procedures and Forms	12	\$ 250		The Village's Performance Evaluation Procedures and forms have not been fully review in over 8+ years. This will be completed in conjunction with the Village attorney input on legality of the process.	A survey was sent out of surrounding communities to receive examples of their performance evaluation forms and procedures. A review has begun, an update will be presented to VA Koeppel Summer of 2025.	
3	Review & Update the Village's Financial Policies	12	\$ 500		Review the entire Financial Policies documents for the Village as a whole. The last time this was completed was 2018. It is good to review this every 5 years. Updates will be made and presented to the Board for approval.		
COMMUNITY DEVELOPMENT DEPARTMENT							
1	Prepare electric vehicle parking/charging regulations				VB approval (ordinance)	Will begin early 2025	
2	Prepare update of Bicycle & Pedestrian Connectivity Plan				VB approval (ordinance)		
3	Prepare Main Street zoning regulations per Main Street Plan				VB approval (ordinance)	Will begin early 2025, will work with ED	
4	Prepare Village Code amendments to address tree density				VB approval (ordinance)		
5	Comprehensive sign regulations amendment; current regulations are not in-step with recent US Supreme Court decisions		\$ 12,000		VB approval (ordinance)	Will begin early 2025	



Village of Sugar Grove Initiative Fiscal Year 2024-2025 - November 2024

Initiative		Time in Months	Estimated Cost	Actual Cost	FY24-25 Departmental Measurable Objective	Update	VB Discussion Target Date(s)
ECONOMIC DEVELOPMENT DEPARTMENT							
1	Implement the Business Retension and Expansion Program	1	\$ -		Report on visits to Sugar Grove companies.	Visits are being scheduled on a monthly basis.	
2	Utilize the CoStar Subscription for site, demographic, and business data	3	\$ 6,216	\$ 6,216	Report on utilization of the CoStar subscription.	CoStar Subscription started on May 1.	
3	Develop new collateral materials to promote Sugar Grove	11	\$ 2,500		Use the materials at the 2025 ICSC Show		
4	Develop a comprehensive strategy for the attraction of data centers.	10	\$ -		Present the strategy to the Village Board		
POLICE DEPARTMENT							
1	Migrate our Outdoor Warning Siren system internally	6	\$ 26,000		The outdoor warning siren system is hosted with another municipality. They have asked to de-couple and manage the activation by ourselves. New hardware and software for the Village's I.T. Server room will be needed. Report to the Board on the status of the switchover.	Discussions with the City of Aurora occured on 5/16/24 about the migration time line and request to take over a shared siren site in Sugar Grove. PD is working with the vendor for an updated quote and timeframe to acquire the necessary equipment and installation. Desire is to be operational by October 2024. Staff is reviewing technology opportunities for the automatic alert activation as of July 11, 2024. Options are available and selecting the most reliable is being weighed before proceeding foward. Working on specs for the technology that is needed and will be soliciting input from experts on how best to proceed. October-working with a vendor for equipment specifications to put together a RFP/Bid do to anticipated project costs	
2	ILEAP Certification Program	12	\$ 2,000		Achieve ILEAP Accreditation after the builing improvements are made to the police building.	Administartive Officer Hanold is working on required proofs of compliance for the files and needed documentation to have a mock assessment. Weekly meetings are on-going working through the process	
3	PD Facility Enhancements	12			Work with architects and construction manager on improving the functional space of the police department.	Staff has been meeting with the Architects and has seen a draft version of the space needs study along with some concept plans. October 17, new architect firm and staff will be reviewing the project and concept plans they have been working on.	June 4, 2024 a presentation from William Architects is an agenda item for the Space Needs Study and Concept Plans. The VB at their August 20, 2024 meeting will have further discussion about concept plans and other options and opportunities from a different architect
4	Command Level Staffing Needs	12	\$ 135,000		Review the feasibility of adding a command staff level/full time sworn employee to the police department.	Internal Adverstisement for the Deputy Chief Position has gone out to eligible full time sworn officers with those interested in the position to notify intent by the middle of August. Pre-announcement was sent out to all eligible potential candidates about the process. Canidates where asked to prepare certain documentation for submission.	Swearing-in ceremony for Deputy Chief Ramon Alcaraz will take place on October 15, 2025
PUBLIC WORKS DEPARTMENT							
1	Black Berry Creek Pedestrian Bridge ITEP Project	12	\$ 500,000		Construction	Pre-con held July 2, 2024. Bridge fabrication estimated at 9 months.	
2	John Shields Elementary School Sidewalk Improvements	6	\$ 218,000		Construction	Project complete.	
3	Water System Valve Maintenance Project	36	\$ 100,000		Continue Location and Operation of Valves	Project awarded to ME Simpson, Fall 2024 start	4-Jun-24
4	Crosswalk at US 30 at Municipal Drive	12	\$ 144,760		Installation of Crosswalk at US 30 & Municipal Drive.	Project submitted to IDOT, waiting on review comments.	2023 - SK to reach out to DCEO



Village of Sugar Grove Initiative Fiscal Year 2024-2025 - November 2024

Initiative		Time in Months	Estimated Cost	Actual Cost	FY24-25 Departmental Measurable Objective	Update	VB Discussion Target Date(s)
5	Main St KKCOM Repaving Project	6			Construction	June 2024 IDOT Letting	
6	IL Rt47 & Park Intersection Improvements	24	\$ 300,000		IDOT Submittal/Design & Construction Engineering	Phase 2 Submitted to IDOT waiting for comments	
7	455 Arbor Solar Installation	12	\$ 1,043		Construction	90% completed, should be online by the end of October	
8	Well #9 Rehab Project	12	\$ 400,000		Construction	Fall/Winter Project when water use is down	Jul-24

Updated
Complete