



ADMINISTRATION DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees
FROM: Scott Koeppel, Village Administrator
Tracey Conti, Village Clerk
DATE: November 5, 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 met with Comcast to discuss a potential franchise agreement for residential services.

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

Elburn Countryside Fire – Staff attended the grant award for the new ladder truck for Elburn Countryside Fire Department.

Taxing Bodies – Staff and President Konen met with the taxing bodies to discuss the Grove and answer questions.

Social Media – Staff had implemented the new social media policy and updated the Village website.

Engineering Firms – Staff met with engineering firms to determine if they would be a fit for the Village.

Q&A – Staff continued to develop the Q&A for the Grove.

New Chamber Director – Staff met with the new Director of the Chamber of Commerce.

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: October 29, 2024

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

Tasks/Updates:

- **Open Enrollment 2025.** Open Enrollment 2025 will begin for Staff on November 4, 2024. Gallagher Benefits helped curate our renewals. We will be utilizing our EASE Benefit Platform for the first time this open enrollment cycle. This was a free platform for being a Gallagher Benefits customer. We have begun utilizing this platform for our onboarding of new employees, and this has gone extremely well and efficiently reducing the amount of paper used.
- **IMTA Institute 2024.** I have been completing final items for the IMTA Institute that I am the head of coordinating being held in Bloomington, IL November 17-21, 2024.
- **Training Day 2024.** Staff attended our Training Day 2024 on October 14th. If Staff was off or not able to attend, they must complete the training by December 31, 2024 virtually.

Meetings:

- **Police Pension Board.** I attended the Police Pension Board meeting, where the main focus was the tentative approval of the Municipal Compliance Report and Tax Levy 2024 request for Police Pension Actuarial Contributions. This item was tabled for a special meeting being held on December 13, 2024. A special meeting is being held because the Fund has not received the actuarial study and contributions completed by IPOPIF, the downstate pension fund.
- **Gallagher Benefit Systems.** Brett and I had a meeting with Gallagher Benefit Systems to go over the 2025 Benefit Renewal, as well as the involvement of the Village with enrollments now that we will be completing open enrollment through EASE.
- **Commercial Property Enhancement Program.** There was a meeting of the CPEP committee to discuss a business who applied for the CPEP. This will be presented to the Village Board in the near future.
- **Enterprise Fleet Management.** I met with Enterprise Fleet Management to review the Village's vehicle replacement and maintenance plans. Information was gathered and will be reviewed by Staff.

- **IMTA Board of Directors.** I attended a special IMTA Board of Directors meeting to discuss the hiring of a new association management company.
- **IRMA Executive Safety Committee.** The IRMA Executive Safety Committee held their quarterly meeting to review any claims, safety issues, or items of concern. This committee is comprised of a minimum 1 representative from each Department and held quarterly.

Conferences/Trainings/Seminars:

BS&A Engage 2024 – October 13-16, 2024, Milwaukee, WI

Brett Feltes, Sheryl Behm Danielle Marion and I attended BS&A Engage 2024. This is the annual user group conference for our government software BS&A. This was held in Milwaukee, WI October 13-16, 2024. BS&A presented on the roadmap for all the upgrades and features that happened in 2024, and what to expect in the final quarter of 2024 and all of 2025. There were breakout sessions about each application, where each of us were able to attend and gather information from each session. I was also asked to be a Speaker at the conference on the final day, Wednesday, regarding our upgrade from the on-premise version to cloud.



Community Development Staff Report

TO: Village President and Board of Trustees
FROM: Danielle Marion, Community Development Director
DATE: October 28, 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 – met with the developer to discuss next steps.

Crown Discussion – I attended a meeting with fellow taxing bodies to discuss the approved Crown Project.

CPEP- I attended the Commercial Property Enhancement Program Committee meeting to discuss an application we received.

Potential Development – I met with fellow staff and a property owner to discuss a potential development.

1600 Beta Drive – I met with fellow staff to discuss the future use of this property.

Blackberry Creek Shared Use Bridge -I attended the ground breaking ceremony.

BS&A Conference – I attended the BS&A training conference in Milwaukee and learned how we can be utilizing the BS&A software more.

Tasks-Updates;

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

Settlers Ridge Areas 5 & 6 – staff met with developer to discuss their revised proposal following the last Village Board meeting. They have revised setbacks and are looking to move forward.

Starbucks – working on finalizing plans with Starbucks to get their building permit issued. Staff is waiting on Starbucks for their comments to our review.

Planning & Zoning Administrator – the new Planning and Zoning Administrator started on October 21st.

Cilantro – is still working on finishing their interior buildout. Opening date TBD.

Jiffy Lube – we received a formal application for Jiffy Lube to be located in Sugar Grove Center.

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.

Issued several special event permits.

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.

Began review for new business 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: October 30, 2024

Notable Police Events

- Promotion of Officer Eric Grutzius to Sergeant occurred on October 27, 2024.
- Fatal Hit and Run October 12, in the 1900 block of Fay's Lane-remains under investigation.

Conferences / Training / Seminars

- Police Law Institute monthly computerized training for October covered law updates.
- Monthly Defensive Tactics Training for October covered counterstrike techniques.
- Police Department members along with members of the village staff attended an in-service annual training on October 14 hosted in the Board Room.
- Chief Rollins attended the International Association Chiefs of Police conference in Boston, October 19-22.

Administrative

- Officer Moreno participated in a community engagement event held at Ace Hardware for their ten-year anniversary.



- Chief Rollins along with all other Department Heads and Village Administrator participated in the Village's Attorney virtual meeting on October 15, 2024.
- Chief Rollins along with all other Department Heads and Village Administrator participated in the weekly Department Head meeting on October 16, 2024.
- Officers participated in the lock down drills for John Shield Elementary School on October 16.
- Village Administrator Koeppel and Chief Rollins virtually attended a meeting with Cordogan Clark on the police department building remodel and addition on October 16.
- October 19th, Officers Pennel, Grutzius, Sgt. Kurzawa and Deputy Chief Alcaraz were involved in a community engagement event for the Sugar Grove Park District, 5K run held at Harter Middle School.



- Chief Rollins along with all other Department Heads and Village Administrator participated in the weekly Department Head meeting on October 23, 2024.
- SRO Thoele participated in an active shooter response drill on October 24 at the High School in Maple Park.
- Chief Rollins with representatives from village departments and President Konen along with other taxing bodies attended the groundbreaking ceremony for the bridge over Blackberry Creek on October 24.



- October 26, Chief Rollins and President Konen participated in a community event at the No Tricks, Just Treats at the Community House.
- October 26, National DEA Take Back Unused Prescription Medicine collection site with the police department participating in the national event. The Police Department turned into the DEA over 115 pounds of prescription medicine that has been dropped off in the PD lobby since the last collection date in April.



- Department members, Deputy Chief Alcaraz, Detective Batitsas, and SRO Thoele participated in a pre-plan training exercise with other public safety entities at Kaneland High School on October 29.
- Chief Rollins, Deputy Chief Alcaraz and other department directors and staff met at the Village Executive Office on October 29th for an IRMA Executive Safety Committee meeting.
- Chief Rollins along with all other Department Heads and Village Administrator participated in the weekly Department Head meeting on October 30, 2024.
- Police Command Staff Meeting occurred on October 30 with participation from Sgts. Kurzawa, Liss, Grutzius, and Administrative Officer Hanold along with Chief Rollins and Deputy Chief Alcaraz
- Halloween 2024- Community Engagement

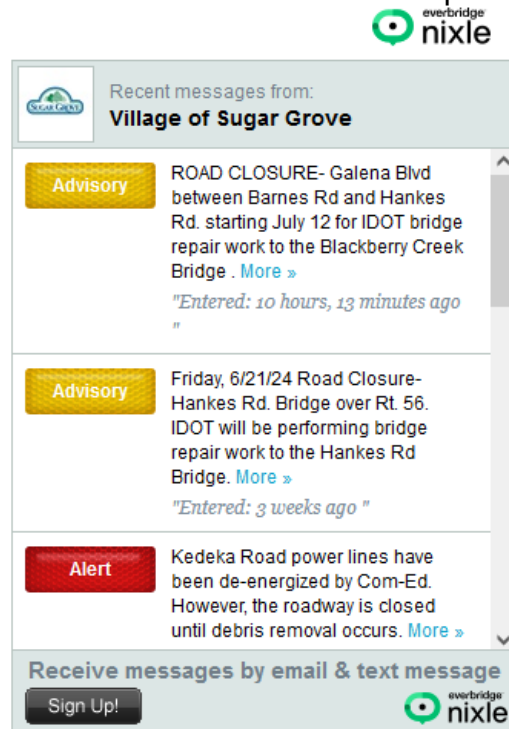


Directed Patrols and Crime Prevention Activity

- 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 October 28, the last weekly test.

Upcoming Activities:

- Veteran's Day- November 11, 2024
- Holiday in the Grove



Public Works Staff Report

TO: Village President and Board of Trustees
FROM: Brad Merkel, Public Works Director
DATE: October 31, 2024

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

Meetings:

On October 14, 2024, I attended the Village wide training.

On October 22, 2024, I attended the meeting with other government agencies to discuss the Grove.

On October 23, 2024, I attended the Kane County shallow groundwater sustainability group meeting.

On October 24, 2024, I attended the black berry creek pedestrian bridge groundbreaking ceremony.

On November 1, 2024, I attended the IL 47 widening project tree removal preconstruction meeting.

Training:

Chris Lemke attended the IPWMAN annual conference October 22-23, Chris is currently the Conference Chairperson.

Public Works staff attended the Village wide training on October 14, 2024.

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 stump grinding, finished driving the piles and is currently framing for the concrete abutments.

Main Street Resurfacing Project:

This project is complete besides landscaping and punch list items.

Well 10 Solar Project:

The contractor began construction on August 5, 2024, to date the PV construction and the solar panels are installed. The ComEd solar interconnection was completed on October 18th, we are currently waiting for the installation to be certified by the solar panel manufacture.

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 248 JULIE tickets.

Staff distributed monthly shut-off notices to delinquent utility accounts.

Staff removed 7 trees and ground the stumps.

Staff continues to PM the snow & ice control fleet.

Staff sprayed all Village facilities for weeds.

Staff repaired 5 streetlights.

Staff patched potholes throughout the Village using a total of 5 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: October 31, 2024

Summary of Projects/Prospects:

214 S. Main- the Commercial Property Enhancement Committee met on October 22 to review the CPEP application for 214 S. Main in downtown Sugar Grove.

A+ Driving- following up with an area resident on October 3 that is planning to open a driving school in Sugar Grove.

Cilantro- submitted remaining required documents to the Community Development Department and Sugar Grove Fire Protection District.

Holladay Properties- met with Drew Mitchell from Holladay Properties on October 19. Holladay is a national developer of commercial, industrial and hospitality sector projects.

Jiffy Lube- the company has submitted plans to develop the remaining out lot at Sugar Grove Center. The out lot is located between Ace Hardware and FNBO.

Jones Lang LaSalle- met with Scott Miller, Senior Managing Director of JLL, on October 19.

Marketing and Outreach:

Aurora Area CVB- On October 22, Michael Cassa participated in the selection of a consulting firm to draft a three-year strategic plan for the AACVB. He also attended the AACVB Board meeting on October 24.

EDC Brokers Reception- Planning continues for the event which will be held at Rich Harvest Farms on November 6.

Kiwanis Club- attended the Kiwanis Club meeting on October 24. A main topic at the meeting was the 2024 Holiday in the Grove.

Nicor Commercial/Industrial Reception- attended the annual Nicor economic development event at Top Golf on October 30.

Sugar Grove Chamber of Commerce- attended the Chamber luncheon on October 17. In addition, met with Kira Lafond, the new Chamber Director, on October 29.