



ADMINISTRATION DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees
FROM: Scott Koeppel, Village Administrator
Tracey Conti, Village Clerk
DATE: April 15, 2025

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

MetroNet – Staff contacted all of the local agencies that will get increased speeds from MetroNet as part of the Franchise Agreement update.

PD remodel – Cordogan Clark provided updated drawings and will be presenting to the Village Board in May.

Lennar – Staff continues working on the Brighton Ridge project and collaboration with the Park District.

Transition – Staff developed a welcome packet for newly elected officials and met with President-Elect Stillwell to go over some items related to the May 6th meeting.

Social Media – Staff continues to sign residents up for constant contact.

Water Projects – Staff applied for state and federal funds to assist with the upcoming large water capital projects. Staff also met with ILEPA about low interest loans to help defray large one-time costs.

Crown Community Development – Staff is working with Crown the beginning of The Grove build out.

FOIA Requests – Staff continues to work on various requests.

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

Licensing – Staff has been working with the licensed businesses in the Village on tobacco, video gaming, amusement, and liquor license renewals.



FINANCE DEPARTMENT STAFF REPORT

TO: Village President & Board of Trustees
FROM: Matt Anastasia, Finance Director
DATE: April 10, 2025

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

Tasks/Updates:

- **455 Arbor Ave. Solar Field Incentive.** The Village received notice of IRS registration approval into the portal on 03/15/25. We should submit before the end of the month. We also received our first payment for SREC incentives for the project. These will be received annually.
- **455 Arbor Ave. Aggregation Program.** The Village received the bid back for the Solar Field location, as this was removed from the Village's overall program to receive off-peak and on-peak pricing for the field. The Village received a quote of \$0.05673 On-Peak & \$0.03958 Off-Peak for a 12-month term. The Village's other Well/Treatment Sites have a 3-year term of \$0.07546.
- **FY2025-2026 Total Compensation Reporting.** As required by P.A. 97-609, I have posted the Village's budgeted compensation compliance report on the Village website.
- **SRT BWC Grant Reporting.** The monthly reporting for the BWC grant has been complete.
- **DCEO 23-203561 Municipal Dr. & US-30 Crosswalk.** The quarterly reporting for this grant has been complete. This project is still with IDOT for review and approval.
- **SAM Renewal.** I have renewed the Village's SAM registration, which allows the Village to receive Federal Grants and Awards.

Meetings:

- **OSHA Compliance Meeting.** Brett and I met to go over the findings of the OSHA Compliance Assessment completed by IRMA. We have determined the items pertaining to Administration/Finance to complete in the next few months.
- **IMTA Institute Planning.** I met with the IMTA Association Manager an education committee, as I am the Education Chair, to start the process of planning our Institute 2025 in November.
- **IMTA Board Meeting.** I attended the IMTA Board of Directors meeting for the month.
- **APT Annual Conference.** I attended the APT-IMTA meeting for planning the joint APT & IMTA conference held in Oak Brook this year in July.

- **State of Illinois Revolving Loan Fund.** Scott and I met with the Director of the State Revolving Loan Fund to discuss the Village's upcoming Water Capital Projects, and the funding gap need we will be facing. This is to be discussed at the April 15th Board meeting to move forward with the first step of applying. The process can take over a year to receive funding, with the deadline for applications annually on March 31st. The Village will be looking to combine the Maple St. Watermain, Joy Court Watermain and New Bond Road Water Tank Improvements into the application. EEI will be doing the initial step of the project plan.
- **IPRIME Board Workshop.** As a newly appointed Board member to the IPRIME board, they held an introductory workshop to go over the details of the Board, duties and responsibilities.

Conferences/Trainings/Seminars:

IMRF Authorized Agent Webinar – Part 2

Annually I must attend the Authorized Agent webinar series for IMRF as the Village's Authorized Agent. This is a two-part webinar; and this was the second part. I have completed the required training.

IMTA Regional – Plano, IL

I attended an IMTA Regional Training Seminar held in Plano, IL on March 28, 2025. This training covered topics such as banking and fraud prevention, GASB Updates, Leadership & Generational Gaps, and Bondable Debt for Local Governments. This seminar was free of charge.

Accounts Receivable through March 31, 2025:

	<u>As of March 31, 2025</u>	<u>As of March 31, 2024</u>
Account Billings:		
<i>Garbage Accounts</i>	3,368	3,363
<i>Water Accounts</i>	4,379	4,372
<i>Sewer Accounts</i>	4,100	4,094
<i>Road Maintenance</i>	3,550	3,546
<i>AutoPay Customers</i>	2,171	1,891
Delinquent Accounts:		
<i>1st Step - Late Bills</i>	509	521
<i>2nd Step - Delinquent Notice Sent</i>	51	67
<i>3rd Step - Tag Notice</i>	16	23
<i>4th Step- Water Shut-Off</i>	1	2
<i>Past Due Notices</i>	251	305
Active Payment Plans:	0	3
Outstanding Accounts Receivable:		
<i>After Hours Turn on Fee</i>	\$-	\$-
<i>Construction Charge</i>	25.00	-
<i>Copper & Lead Sampling</i>	-	(1,140.00)
<i>Discount</i>	-	-
<i>Garbage</i>	5,866.99	8,213.64
<i>Hydrant Fees</i>	1,192.88	55.00
<i>Lien Fees</i>	-	-
<i>NSF Fee</i>	-	-
<i>Road Maintenance Fee</i>	1,497.45	2,556.30
<i>Sewer Maintenance</i>	4,356.07	6,941.87
<i>Sewer Usage</i>	6,892.40	10,676.45
<i>Shut-Off Fee</i>	105.00	105.00
<i>Tag Fee</i>	230.00	140.00
<i>Water Maintenance</i>	5,187.04	8,155.64
<i>Water Usage</i>	(11,337.15)	(7,260.88)
<u>Total Accounts Receivable</u>	<u>\$14,015.68</u>	<u>\$28,443.02</u>



Community Development Staff Report

TO: Village President and Board of Trustees
FROM: Danielle Marion, Community Development Director
DATE: April 10, 2025

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.

Potential Developer – met with fellow staff and a potential developer.

Settlers Ridge Areas 5 & 6 – attended the preconstruction meeting.

Settlers Ridge – met with the HOA to discuss the condition of their alleys.

Potential Developer – met with fellow staff and a potential developer.

CMap – met with CMap staff to discuss the grant application.

Potential Developer – met with fellow staff and a potential developer.

United Methodist Church – met with Pastor Joe to discuss potential for expansion.

Enhancement Committee – attended the enhancement committee meeting to discuss Lennar.

American Legion – met with fellow staff and the American Legion to discuss a CPEP application.

Sugar Grove Township – met to discuss options for new building.

Tasks/Updates:

Settlers Ridge Drainage – Revised grading has been approved.

Settlers Ridge Areas 5 & 6 – Finalizing plats, preconstruction meeting was held, work will begin soon.

Jiffy Lube – received building permit application, working on finalizing reviews.

Planning & Zoning:

Prepare agenda material for the Plan Commission meeting.

Performed multiple plan reviews.

Performed multiple inspections on signs.

Working on text amendments.

Building:

Completed multiple plan reviews and building inspections.

Issued multiple permits.

Working with Clean Edge Construction to finish their project.

Completed review on model home for Settlers Ridge.

Property Maintenance/Code Enforcement:

Seasonal Code Enforcement Officer will be starting back on April 22, 2025.

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: April 11, 2025

Notable Police Events

- Sugar Grove was ranked in the top 20th for being a safest city in Illinois by safewise. <https://www.safewise.com/blog/safest-cities-illinois/#list>



Conferences / Training / Seminars

- Police Law Institute monthly computerized training for April covers Vehicles and Motor Vehicles, Skateboards and Rollerblades, Bicycles, Low-Speed Electric Bicycles, Low-Speed Gas Bicycles, Mopeds, Low-Speed Electric Scooters, Mobility Devices and Electric Personal Assistive Mobility Devices, and Motorcycles.
- Monthly Defensive Tactics Training for April covers Police Escort Positions and Joint Lock Control.

- Deputy Chief Alcaraz attended the annual ILEAS conference held in Springfield, March 30-April 1.
- Officer Moreno attended a NEMRT Officer-in-Charge three-day class on March 26 through March 28 in Romeoville.

Administrative

- Chief Rollins as an executive board member attended the 100 Club of Kane County on March 18 for their annual meeting, held in Sugar Grove.
- Chief Rollins, Village Administrator Koeppel visited potential temporary site locations for the police department to be housed in during the renovation/remodel process.
- Chief Rollins attended the weekly department head meeting on Wednesday, March 19, held at the Village Executive Office conference room.
- Chief Rollins attended the pre-construction meeting for Settlers Ridge Area 5 & 6 held at EEI on March 20.
- Deputy Chief Alcaraz attended a internal Safety Committee meeting on March 20 with representatives from other village departments.
- Deputy Chief Alcaraz and Chief Rollins attended the monthly Kane County Chief of Police meeting hosted this month in Elgin.
- The PD renovation team (Chief Rollins, Village Administrator Koeppel, and PW Director Merkel) met with the architects on March 21 at the police department to review the latest updates of the plans.
- Chief Rollins attended the weekly department head meeting on Wednesday, March 26, held at the Village Executive Office conference room.
- Chief Rollins met with the Administrative Staff of Kaneland at Harter Middle School on March 26 regarding the School Resource Officer being needed back for patrol operations during the staffing shortages the PD is experiencing.
- Chief Rollins, Deputy Chief Alcaraz, Administrative Officer Hanold and Sergeants Kurzawa, Liss, and Grutzius met on March 26 for the monthly Command Staff Meeting.
- April 6th, Deputy Chief Alcaraz represented the Sugar Grove Police Department at the Spring Health Expo held at the Sugar Grove Library. Various other governmental agencies and private companies partake in the event.
- Chief Rollins attended the weekly department head meeting on Wednesday, April 9, held at the Village Executive Office conference room.
- Administrative Officer Hanold oversaw the month Administrative Hearing procedures for the department on April 9th. The Administrative Hearing is hosted by Sugar Grove PD with Montgomery, Elburn, and Big Rock also in attendance with their cases.

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.
- Officers have been issuing courtesy warning notices for vehicles blocking the sidewalks. Repeat violators are subject to citations.



- Speed Radar Pole Signs:
Unit # 1 Deployed on Fays Lane near the Dugan Park West, Sugar Grove Park District Park.

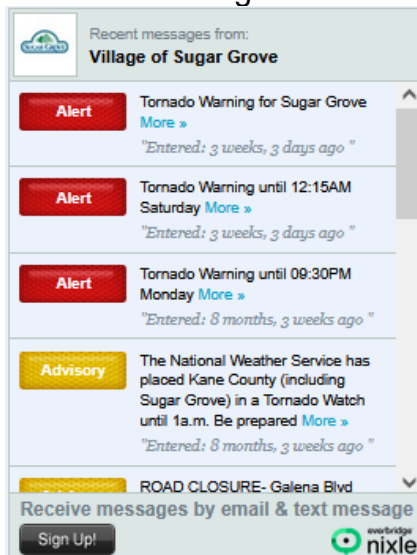


Unit # 2 Deployed on the 1900 block of Fays Lane

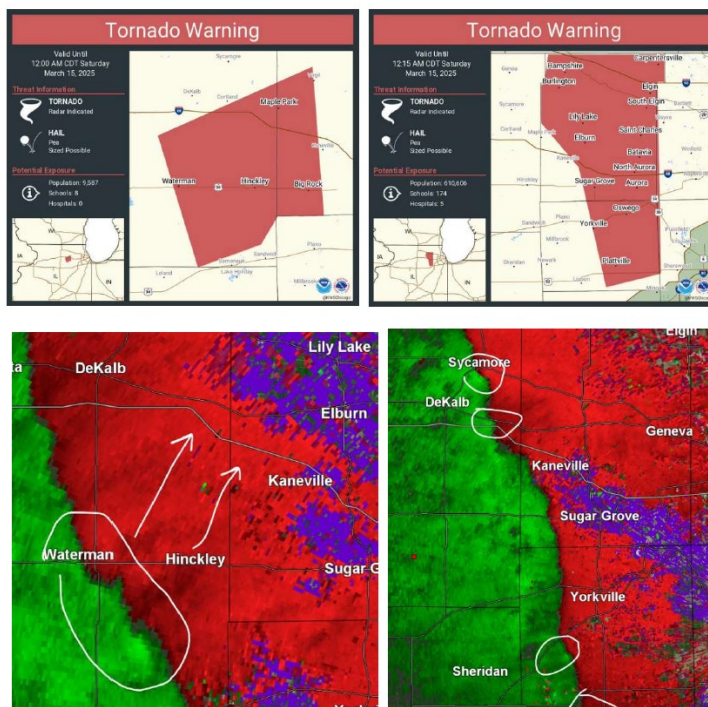


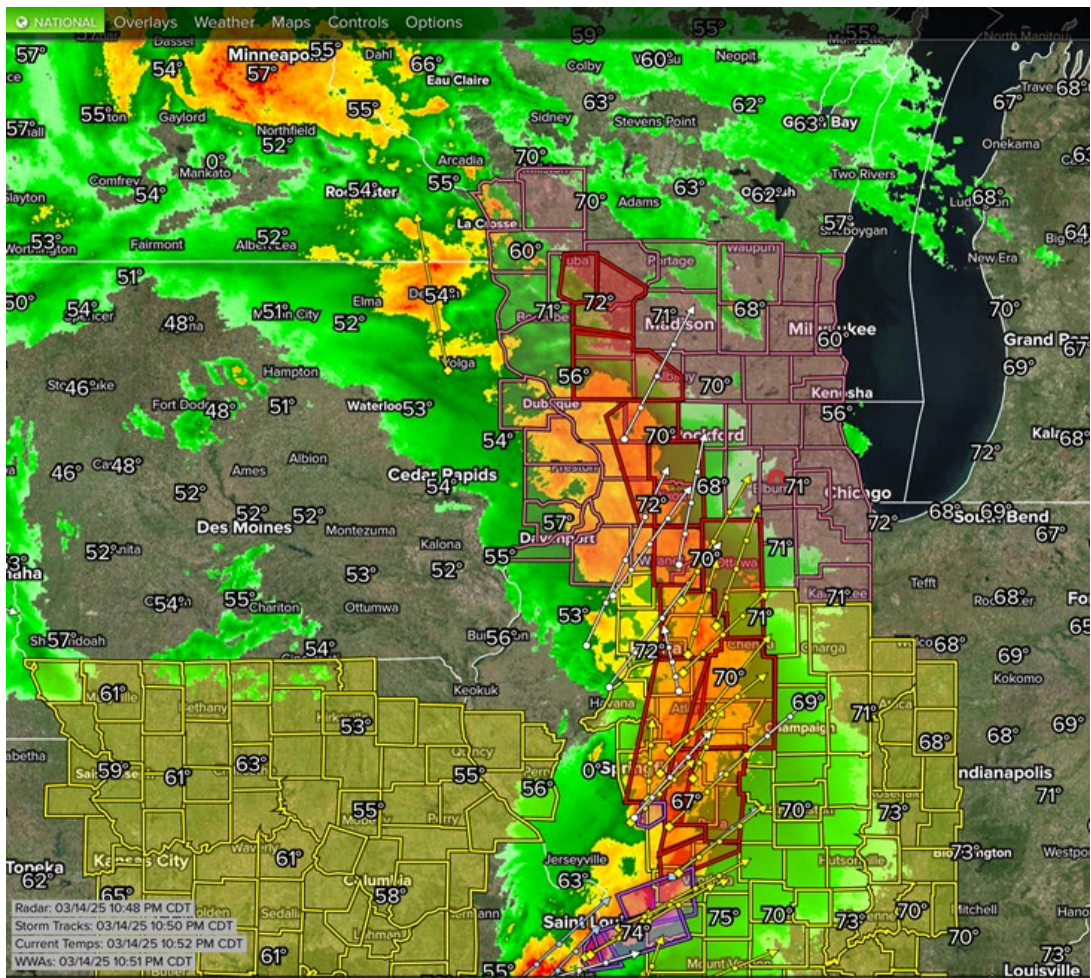
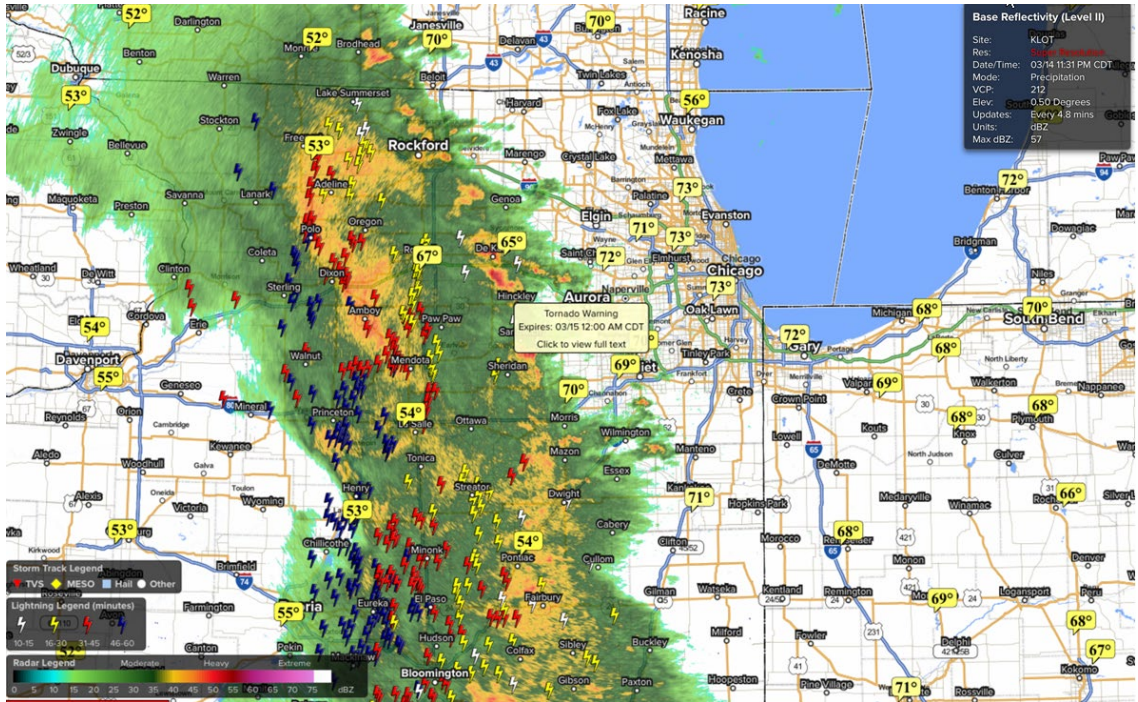
Emergency Preparedness:

- Tornado Warnings and a Tornado Watch were sent out since the last staff report.



- Emergency Warning Sirens monthly and weekly testing continues. They are functioning properly as of April 7, the last weekly test.
- March 14, Emergency Warning Sirens were activated as Sugar Grove/Kane County was placed in a Tornado Warning area by the National Weather Service.





Upcoming Activities:

- May 7th-Kane County Police Memorial-Location Mooseheart, House of God Worship Center in Batavia. Open to the public. (220 N. Pilgrim St., Mooseheart)
- Friday, May 16th, 5am to Noon, Cop-on-rooftop, Supporting Special Olympics Illinois



**Special
Olympics**
Illinois





Public Works Staff Report

TO: Village President and Board of Trustees
FROM: Brad Merkel, Public Works Director
DATE: April 8, 2025

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

Meetings:

On March 21, 2025, I attended the Police Station remodeling project meeting.

On March 25, 2025, I attended the NWPA Meeting.

On April 9, 2025, I attended the Honorary Street Sign Ceremony for Janet Wallace.

On April 10 & 11, 2025, I attended the Bid opening for the Annual Road Program and the West Wheeler Road Repaving Project.

Public Works Training:

April 3, 2025, Public Works Staff attended Flagger Training hosted by IRMA.

April 6-9, 2025, Bryan Beach attended the North American Snow & Ice Conference in Grand Rapids Michigan.

April 10, 2025, I attended the JULIE Law update hosted by IDOT.

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. The contractor completed stabilizing the creek banks/disturbed soils and the project is on hold until spring 2025.

Well 10 Solar Project:

The solar portion of the project is complete and online. The fence is complete, landscaping will be completed soon.

Public Works Field Operations:

Staff assisted in taking down the Community Ice Rink.

Staff completed Spring Fire Hydrant Flushing.

Staff completed a total of 144 JULIE tickets.

Staff completed annual PM to the Vactor.

Staff are trimming parkway/row trees as the weather allows.

Staff completed Village wide pothole patching.

Staff collected monthly water samples as required by the IEPA.

Staff have started mowing of Village owned facilities.

Staff have started removing dead trees in preparation for the spring 50/50 program.

Annual Fire Suppression Inspections have been completed on all Village owned facilities.



ECONOMIC DEVELOPMENT DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees

FROM: Michael Cassa, Economic Development Director

Date: April 10, 2025

Summary of Projects/Prospects:

495 Route 47- staff toured the vacant former Remax lease space at Sugar Grove Center on March 21.

1600 Beta Drive- staff toured the former church building.

American Legion- staff met with Wes Sartain on April 10 at the American Legion to discuss a potential CPEP application.

BrightPath- the Department of Child and Family Services has conducted an inspection of the BrightPath facility. The center can open once they have received the DCFS permit.

Cilantro Taco Grill- the restaurant held a ribbon cutting ceremony on April 3rd, and a grand opening on April 4th.

Cope Property- staff met with a residential developer on April 4 that is interested in developing 34 acres of the Cope property.

Falex- staff met with the principals of Falex at their company headquarters on March 26. Falex operates out of five buildings on their campus on Airpark Drive.

Former Old Second Building- staff toured the vacant former bank building on March 27.

Jones Lang LaSalle- two follow up meetings were conducted with JLL officials on April 11.

Joseph Development- follow up with the commercial developer on March 19. The company is a preferred developer for several national tenants.

NAI Hiffman- follow up meeting was conducted with broker Mark Moran on April 9.

Rosewood Farm- the grand opening and open house for the new events facility is scheduled for April 24.

True Vet- The application for the special use permit was approved at the March 18 Village Board meeting.

Marketing and Outreach:

Aurora Area CVB- submitted Sugar Grove updates for the annual AACVB visitors guide.

Chicago Metropolitan Agency for Planning- The Economic Development and Community Development Departments submitted a grant application on April 4 to CMAP for the creation of a master plan for the downtown.

Commercial Property Enhancement Program- the proposed revisions to the CPEP criteria was approved by the Village Board on March 18.

Food Truck Fridays- Becky Gwilt, Economic Development Assistant, attended a planning meeting for Food Truck Fridays and Groovin' in the Grove on April 4.