



## ADMINISTRATION DEPARTMENT STAFF REPORT

**TO:** Village President and Board of Trustees  
**FROM:** Scott Koeppel, Village Administrator  
Tracey Conti, Village Clerk  
**DATE:** February 18, 2025

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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.

**State of the Village** – Staff attended the State of the Village and provided support for the event.

**MetroNet** – Staff received an offer from MetroNet and will have a proposal for approval in March.

**IGA with Kaneland Schools** – Staff continues discussion with the school district and is waiting for them to take action on a potential IGA.

**PD remodel** – Cordogan Clark is scheduled to be onsite at the PD on the 17<sup>th</sup>. A video was created and originally shown at the State of the Village in an effort to update residents on the remodel.

**Lennar** – Staff is working with on the development agreement and preliminary zoning for Brighton Ridge. The public hearing is February 19<sup>th</sup>.

**Social Media** – Staff is beginning to sign residents up for constant contact.

**Citizen Engagement** – Staff continues developing a mailer for all residents in addition to the one sent with the water bill. In addition, staff crafted a budget at a glance document.

**Village Attorney** – Staff had a transition meeting with the new Village Attorney.

**Budget** – Staff started working on the 25-26 budget. Internal budget meetings went well.

**FOIA Requests** – FOIA requests have picked up again.

**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:** February 13, 2025

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

### Tasks/Updates:

- **IDOR Sales Tax Boundary Update.** Annually the Village received notice from IDOR, to provide the most recent Shape file for the boundaries of Sugar Grove to update their files. With the change to how Sales Tax is distributed, this is crucial to receiving the correct revenue. This has been completed.
- **FY2025-2026 Budget.** The first Budget Workshop is being held on February 18<sup>th</sup> presenting the FY2025-2026 General Fund.
- **BS&A Online.** BS&A has released their newly updated BS&A Online payments portal, this is integrated directly to their system and allows for streamlined payments to the Village as well as standardized fees. This also is a full-service platform, allowing contractors to register online, residents/contractors to schedule services, and vendors to check payment status. I have started a review of the cost comparison to Invoice Cloud.
- **Solar Tax Incentive.** The first data request has been submitted and provided to Tri-Merit from the Village and General Energy, to start the process of compiling the information need to enroll in the IRS portal and submit the tax return.

### Meetings:

- **Weekly Communications Meeting.** I attended the weekly communications meeting this week to finalize the items for the State of the Village.
- **State of the Village 2025.** I attended the State of the Village held by the EDC at Waubensee Community College.
- **Attorney Meeting.** An attorney meeting was held with each department head to go over outstanding/open items for the Attorney, as well as any concerns or items to have them start to work on moving forward.

Conferences/Trainings/Seminars: None

**Accounts Receivable through January 31, 2025:**

	<b><u>As of January 31, 2025</u></b>	<b><u>As of January 31, 2024</u></b>
<b>Account Billings:</b>		
<i>Garbage Accounts</i>	3,367	3,352
<i>Water Accounts</i>	4,373	4,360
<i>Sewer Accounts</i>	4,094	4,083
<i>Road Maintenance</i>	3,545	3,534
<i>AutoPay Customers</i>	2,110	1,807
<b>Delinquent Accounts:</b>		
<i>1st Step - Late Bills</i>	428	637
<i>2nd Step - Delinquent Notice Sent</i>	66	49
<i>3rd Step - Tag Notice</i>	25	14
<i>4th Step- Water Shut-Off</i>	4	1
<i>Past Due Notices</i>	277	368
<b>Active Payment Plans:</b>	6	6
<b>Outstanding Accounts Receivable:</b>		
<i>After Hours Turn on Fee</i>	\$75.00	\$-
<i>Construction Charge</i>	-	27.50
<i>Copper &amp; Lead Sampling</i>	-	(40.00)
<i>Discount</i>	-	(5.00)
<i>Garbage</i>	6,543.80	5,400.55
<i>Hydrant Fees</i>	1,140.38	140.00
<i>Lien Fees</i>	-	-
<i>NSF Fee</i>	-	-
<i>Road Maintenance Fee</i>	1,559.53	1,728.06
<i>Sewer Maintenance</i>	4,488.06	7,368.76
<i>Sewer Usage</i>	6,905.90	10,486.68
<i>Shut-Off Fee</i>	105.00	35.00
<i>Tag Fee</i>	230.00	226.98
<i>Water Maintenance</i>	5,399.36	7,919.37
<i>Water Usage</i>	(12,548.95)	(7,105.51)
<b><u>Total Accounts Receivable</u></b>	<b><u>\$13,898.08</u></b>	<b><u>\$26,182.39</u></b>



## Community Development Staff Report

TO: Village President and Board of Trustees  
FROM: Danielle Marion, Community Development Director  
DATE: February 12, 2025

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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.

**Plan Commission** – met with a newly appointed Commissioner to go over process and answer any questions.

**Lennar** – met with fellow staff to go over items for Lennar.

**Fire Department** – met with fellow staff to go over the Fire Departments application.

**Potential Residential Development** – met with an interested developer for a residential development.

### **Tasks/Updates:**

**Lennar** – working through the review of this development. Finishing our second review. Public hearing with the Plan Commission scheduled for February 19<sup>th</sup>.

**Fire Department** – Received formal submittal from the Fire Department for a new facility on their property on Denny Road. Currently reviewing their submittal. Public Hearing with the Plan Commission scheduled for February 19<sup>th</sup>, will be continued to March 5<sup>th</sup>.

**Settlers Ridge Drainage** – Received as-builts, completed our review of the as-builts, sent Ryan homes items for correction.

**Settlers Ridge Areas 5 & 6** – Received revised engineering, completed our review of the revisions.

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

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

### **Planning & Zoning:**

Issued a zoning violation letter to a residential property.

Addressed political sign complaints.

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.

Completed review on model home for Settlers Ridge.

**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:** February 14, 2025

### **Notable Police Events**

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

- Police Law Institute monthly computerized training for February covered additional new State Laws or amendments to existing laws include: Unlawful E-Cigarette Shipments, Restrictions on Disguised Vape Products, Selling Alcohol-Infused Products or Co-Branded Beverages, Landlord Retaliation Act, Local Drone Rule Authority, Catalytic Converter Sales, Vehicle Towing Regulations, Corporal Punishment Ban in Schools, Rights of Parents of Relinquished Infants, Lawful Health Care Activity Act Protections, Redacting Railroad Fatality Reports, Privacy Protections for Crime Victims' DNA, Crash and Data Reporting Requirements, Reporting Incidents of Firearms in Schools, Pregnant "Committed Person" Regulations, Autism Training Mandate, Training to Access a Mobile Phone's Medical ID APP. In addition, the monthly training covered a recent ruling regarding Cannabis Odor-Based Searches.
- Monthly Defensive Tactics Training for February covers Spontaneous Knife Defense.

### **Administrative**

- Chief Rollins attended the weekly department head meeting on Wednesday, February 5, held at the Village Executive Office conference room.
- Chief Rollins met with other Department Heads regarding an upcoming event and reviewed security protocols on February 5.
- Chief Rollins and Deputy Chief Alcaraz attended the EDCs State of the Village presentation at Waubensee Community College on February 7.
- Chief Rollins virtually attended a National Weather Service briefing on February 10 regarding an upcoming snow event for mid-week.
- Chief Rollins, Deputy Chief Alcaraz, and Administrative Officer Hanold participated in our new attorney kick-off meeting for each village department separately on February 11, 2025.

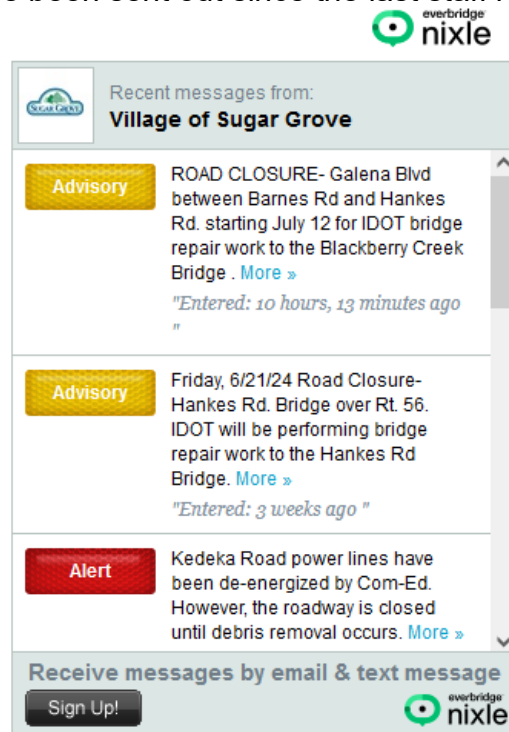
- Deputy Chief Alcaraz and Administrative Officer Hanold participated in the quarterly Tri-Com Police Operations Committee meeting on February 11, hosted at Tri-Com.
- Administrative Officer Hanold oversaw the monthly Administrative Hearing hosted at the police department on February 12, 2025.

### **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 have been sent out since the last staff report.



- Emergency Warning Sirens monthly and weekly testing continues. They are functioning properly as of February 10, the last weekly test.

### **Upcoming Activities:**

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## Public Works Staff Report

TO: Village President and Board of Trustees  
FROM: Brad Merkel, Public Works Director  
DATE: February 10, 2025

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

### **Meetings:**

On February 4, 2025, I attended the Notice of Status Hearing between IDOT and the Railroad regarding the IL 47 widening project. Given this delay and delays in ROW accusation my best guess is a mid-year of 2026 IDOT Letting for this project.

On February 5, 2025, I attended the project kick off meeting for the Wheeler & Dugan Road STP Resurfacing with IDOT.

On February 7, 2025, I attended the Annual State of the Village.

### **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 construction is 90% complete, we are currently waiting for the gates. Landscaping will be completed in the spring.



**Com Ed Led Street Light Program:**

Staff have started installing replacement LED Street Lights, a total of 45 of the 101 have been installed.

**Public Works Field Operations:**

Staff completed a total of 49 JULIE tickets.

Staff continue to PM & Repair the snow & ice control fleet.

Staff is fall/winter parkway tree trimming as weather allows.

Staff completed Village wide pothole patching.

Staff repaired/replaced/installed 5 various 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
2/5/2025	Snow/Ice	627	114
2/6/2025	Snow/Ice	70	8
2/8/2025	Snow/Ice	141	24
<b>Totals</b>		<b>838 miles</b>	<b>146 Tons Salt</b>



## **ECONOMIC DEVELOPMENT DEPARTMENT STAFF REPORT**

TO: Village President and Board of Trustees

FROM: Michael Cassa, Economic Development Director

Date: February 13, 2025

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

214 S. Main- the Commercial Property Enhancement Program grant application will come before the Village Board on February 18.

Coldwell Banker- met with a broker that represents a townhome developer that is interested in Sugar Grove.

Cope Property- met with a residential developer on February 14 that is interested in a portion of the Cope property.

Jiffy Lube- a groundbreaking ceremony will be scheduled once the building permit has been issued.

Manufacturing company- provided available site options for an Aurora-based manufacturing company that is interested in relocating to Sugar Grove.

Rte. 47 Wings and Tavern- the application for a liquor license for this new tenant at the Sugar Grove Center will be discussed at the February 18 Village Board meeting.

Starbucks- the groundbreaking ceremony was featured on WSPY and in the Kane County Chronicle.

Sugar Grove Center- received information from ReMax on units C and D that are now available for lease.

Sugar Grove Police Department- conducting a site search for future temporary rental space for the Sugar Grove Police Department.

### **Marketing and Outreach:**

Aurora Area Convention and Visitors Bureau- attended an in-person meeting on February 13 with the consulting firm that will be developing a strategic plan for the Aurora Area CVB.

State of the Village- The 2025 State of the Village was held on February 7 at the Academic and Professional Center at Waubensee Community College (WCC). The two featured speakers were Village President Jen Konen and WCC President Dr. Brian Knetl. The program was moderated by Jon Meagher, Chairman of the Sugar Grove Economic Development Corporation. The Sugar Grove EDC hosted the event. The 2025 State of the Village set new records for registrations (177), sponsors (19) and table buyers (8). The event was featured on WSPY and in the Kane County Chronicle.



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

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.	The new employee performance evaluation forms were approved by the Village Board in November 2024. They have been implemented for Evaluations being complete prior to December 31, 2024.	
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.	The Village Board discussed the new Utility Billing Policy and is being approved at the Board meeting on December 17, 2024.	
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)	will look into grants in 2025 for assistance with this	
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	



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 ocured 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	12/3/24 Board approved an IGA witht the City of Aurora for Aurora donating the siren off of Rt.56 and Galena to Sugar Grove. The signed documents were provided to the City of Aurora for their approval process. PD is still working on the activation solution and costs that will be brought back in front of the Board.
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. Janaury 7, 2025 the Village Board will be presented with the concept plan and estimated budget for the rennovation and addition. February 17, Cordogan Clark will be on-site for a throughal room-by-room measurements and exterior measurements to assist in creating the concept plan into working documents with actual dimensions.	The Village Board reviewed the concept plans and estibated construction budget at their Janaury 7, 2025 meeting. The VB directed staff to bring forth an agreement for Architecture and Engineering with Cordogan Clark at the January 21, 2025 meeting.
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							



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

Initiative		Time in Months	Estimated Cost	Actual Cost	FY24-25 Departmental Measurable Objective	Update	VB Discussion Target Date(s)
1	Black Berry Creek Pedestrian Bridge ITEP Project	12	\$ 500,000		Construction	Abutements completed, site is stabilized for the winter.	
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
5	Main St KKCOM Repaving Project	6			Construction	Project Complete.	
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	Project is online, fence is being constructed.	
8	Well #9 Rehab Project	12	\$ 400,000		Construction	Project moved to future year due to Well 11 needing to be repaired.	Jul-24

Updated  
Complete