



ADMINISTRATION DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees
FROM: Scott Koeppel, Village Administrator
Tracey Conti, Village Clerk
DATE: February 4, 2025

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

Starbucks – Staff attended the groundbreaking for Starbucks.

MetroNet – Staff is waiting for a final answer on the negotiations for the settlement agreement.

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 – Staff is working with Cordogan Clark on the next steps.

Lennar – Staff is working with on the development agreement and preliminary zoning for Brighton Ridge.

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.

Village Attorney – Staff organized interviews and offered a recommendation to the Village President for appointment.

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

Laserfiche Training – Staff attended remote Laserfiche training.

Liquor License Renewal – Staff prepared new licensing applications and emailed renewal letters in preparation for the license renewals.

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: January 31, 2025

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

Tasks/Updates:

- **Federal Disbursement Freeze.** On January 27, 2025, the President & Office of Management and Budget (OMB) issued a memo for a temporary pause of Grant, Loan and Other Financial Assistance Programs and submit to OMB information on impacted programs by February 10, 2025.

An emergency call was called by the Governor's office to discuss what this means for Illinois. The governor's office is still trying to understand what it fully means for the State and Local Government immediately and long-range. State agencies that are drawing from federal funds are getting messages they are locked out of federal systems. Programs like Illinois Department of Employment Security is funded through a Federal Grant, that could be stopped. Federal Pass-Through Grants to the Village could be in jeopardy of being halted. Deputy Director Manar stated "there are things happening that I never imagined ever happening."

Since that meeting, the Federal Freeze has been rescinded for now. More information is being released daily.

- **FY2025-2026 Budget.** A majority of the past weeks have been spent preparing the first draft of the budget. Budget Workshop #1 will be held on February 18, 2025.

Meetings:

- **Village Attorney Interviews.** I was a part of the initial Village Attorney interviews that were held with VA Koeppel, President Konen, and Police Chief Rollins.
- **Tri-Merit.** I met with Tri-Merit to have our kick-off meeting for the solar incentive process. We are currently in the stage of getting into the IRS portal. The tentative timeline is ready to be submitted early April 2025.

- **FY2025-2026 Budget.** I held all the departmental budget meetings for FY2025-2026 budgets. These are held to go through each department budget and determine want/needs and changes to be made prior to Board submission.

Conferences/Trainings/Seminars: None



Community Development Staff Report

TO: Village President and Board of Trustees
FROM: Danielle Marion, Community Development Director
DATE: January 29, 2025

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

Meetings:

Budget– met with fellow staff to go over the fee structure.

EEI- I attended the weekly engineering meeting with Staff and EEI.

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

Potential Business – met with economic development and an interested party in located their business in Sugar Grove.

Tasks/Updates:

Lennar – working through the review of this development. Working on our second review. Public hearing with the Plan Commission scheduled for February 19th.

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 19th.

Settlers Ridge Drainage – Received notification the grading was completed, waiting for them to provide us with as-builts for us to complete our inspection of the work.

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

Starbucks – Permit issued, ground breaking ceremony held on January 28th.

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

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

Maple Grove – The applicant has withdrawn their application.

Planning & Zoning:

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: January 31, 2025

Notable Police Events

- Four vehicle burglaries at various locations occurred on January 26 in the afternoon hours. An offender smashed out vehicle windows to gain entry. An individual is in custody at another police agency with Sugar Grove criminal charges forthcoming.

Conferences / Training / Seminars

- Police Law Institute monthly computerized training for January covered new State Laws or amendments to existing laws include: Statewide Body Camera Compliance, Digital Driver's License coming to Illinois, Vehicle Registration Sticker Placement, Expanded Vehicle Impoundment Authority, Expanded Highway Safety Requirements, Hauling Unsecured Loads, Spot Lamp and Auxiliary Lighting Regulations, Restriction on Special Green Vehicle Lights, Skateboarders Now Defined as Pedestrians, Low-Speed Electric Scooter Regulations, Expanded Definition of Child Pornography, Non-Consensual Dissemination of Sexually Explicit Digitized Depictions, Criminal Hazing, Weapon Offenses change in wording, Expanded Definition of Elder Abuse, Illinois Human Rights Act Expansion, and Airbag Fraud.
- Monthly Defensive Tactics Training for January covered Weapon Retention.

Administrative

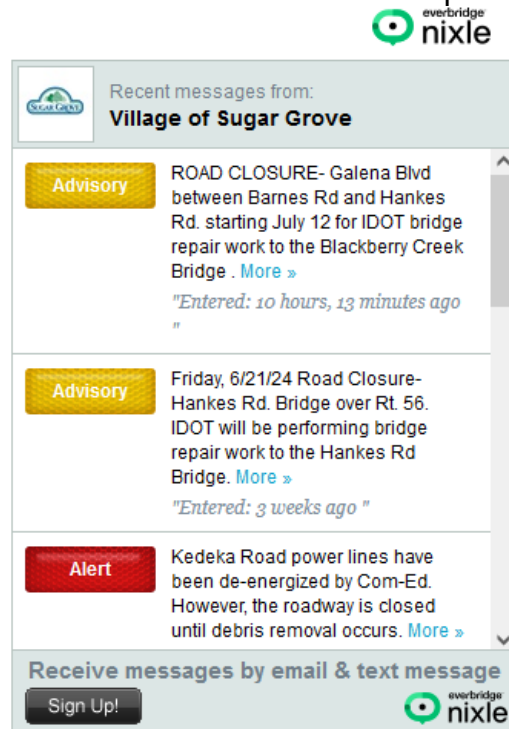
- Police Command Staff Meeting took place on January 22, 2025. A presentation from the Kane County Diversion program occurred during the meeting.
- Chief Rollins participated in a virtual kick-off meeting for Axon Auto-Tagging with representative from Axon and our Dispatch Center participating.
- PD provided traffic control for the Starbucks groundbreaking ceremony on January 28, 2025.
- Chief Rollins attended the weekly department head meeting on Wednesday, January 29 at the Village Executive Office conference room.
- Chief Rollins participated in the virtual Village Attorney meeting along with representatives from all departments on January 31, 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 were sent out since the last staff report.



- Emergency Warning Sirens monthly and weekly testing continues. They are functioning properly as of January 27, 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: January 29, 2025

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

Meetings:

On January 24, 2025, I attended the IL 47 Concept Meeting hosted by Kane County. Kane County has invited all communities from Sugar Grove north to Huntley to give feedback to IDOT regarding the widening of IL 47.

On January 24, 2025, I attended the Public Works Budget Meeting.

On January 28, 2025, I attended the Northwest Water Planning Alliance Technical Advisory Committee Meeting.

On January 29, 2025, I attended the Kane County Groundwater Sustainability Meeting.

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.

Public Works Field Operations:

Staff completed a total of 38 JULIE tickets.

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

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

Staff collected monthly water samples as required by the IEPA.

Staff & Layne Western completed the Annual PM Testing on the Village wells, a full report will follow.

SNOW & ICE CONTROL TOTALS:

Date:	Total Snow/Ice Fall:	Total Miles Driven:	Tons of Salt Used
1/14/2025	Snow	500	75
1/16/2025	Snow	27	2
1/22/2025	Snow	321	50
1/23/2025	Snow	456	72
Totals		1,304 miles	199 Tons Salt



ECONOMIC DEVELOPMENT DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees

FROM: Michael Cassa, Economic Development Director

Date: January 30, 2025

Summary of Projects/Prospects:

BEI- following up with the CEO of Batavia Enterprises to discuss a potential industrial development project in Sugar Grove. Met with the BEI team at their office on January 15.

Cilantro-the new restaurant will be opening soon at Sugar Grove Center. A soft opening will be followed by a grand opening event.

Coldwell Banker- meeting with a broker on February 3 that represents a townhome developer that is interested in Sugar Grove.

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

Cushman & Wakefield- following up with Shannon O'Hare, one of the nation's leading site consultants. Met with her on January 17 in Chicago.

Dolan & Murphy- following up with a developer that is interested in the 44-acre Dolan & Murphy property at Route 56 and Galena Blvd. A meeting is scheduled for February 20.

GMX- the groundbreaking ceremony for the new Starbucks was held on January 28. In addition to Village officials, representatives of GMX Real Estate (the developer), Graham C Stores (the property owner) and James Construction were in attendance. Angela Clark of Starbucks, and Jon Meagher, Chairman of the Sugar Grove EDC, also attended. Construction of the new multi-tenant building is underway.

Manufacturing company- a site search is being conducted for a small Aurora-based manufacturing company that is interested in relocating their facility to Sugar Grove.

Marketing and Outreach:

Chicago Metropolitan Agency for Planning- attended my first meeting as a member of the CMAP Regional Economy Committee on January 23.

Commercial Property Enhancement Program- proposed revisions for program criteria will be presented to the Village Board on February 4.

Intersect Illinois- met with the top two officials of Intersect on January 27: Christy George, the new CEO, and Paulina San Millan, the Vice President for Business Development.

Kiwanis Club- attended the January 23 meeting of the Kiwanis Club.

State of the Village- Sponsorships and tickets are being sold on the State of the Village online event platform. Met with Dr. Brian Knetl, President of Waubensee Community College, on January 15 to discuss his presentation at the event. Content for the power point presentation is being developed. The State of the Village will be held on February 7, 2025, at Waubensee Community College's Academic and Professional Center.