



ADMINISTRATION DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees
FROM: Scott Koeppel, Village Administrator
Tracey Conti, Village Clerk
DATE: January 16, 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 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 – Worked with Cordogan Clark to get an engagement letter for Architecture and Construction Management Services.

Fox Metro – Staff met with Fox Metro to discuss the methodology behind their fee increase.

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 – Interviews begin on January 22nd.

Budget – Staff started working on the 25-26 budget. Internal budget meetings are scheduled for January 23rd and 24th.

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: January 16, 2025

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

Tasks/Updates:

- **IRMA BWC Grant.** I was in the process of applying for the IRMA BWC grant again for FY2025. When I requested verification there were funds, as we were considered a Tier 2 applicant and it was reviewed only if funds available, I was notified that the BWC Grant was the only grant through IRMA where they were not accepting multiple applications from communities that have already received the grant.
- **FY2025-2026 Budget.** Staff has begun the FY2025-2026 Budget process. First draft of General Fund was due January 17, 2025. The tentative first budget workshop is to be held on February 18, 2025.
- **455 Arbor Ave. Solar Field Tax Incentive.** The process has started to file the federal tax return for the Solar Field Tax Incentive. A kick-off call is scheduled with Tri-Merit for Tuesday, January 20th.

Meetings:

- **IRMA – Noise Assessment.** The Village had a noise assessment complete by IRMA to determine if any additional safety measures need to be taken in any department, especially Public Works and Police. We are awaiting the report.
- **Investment Committee.** President Konen, VA Koeppel and I met internally to discuss the maturities of the Village that were happening on 01/10/2025 and 01/16/2025. The monies were reviewed for immediate needs and reinvested based on those needs. Investments were made for 9-12-18-24 months depending on the Fund, all receiving over a 4% interest rate.
- **Fox Metro.** I attended a meeting with President Konen and other Village Staff at Fox Metro to discuss their fee structure, future plans and current annexations. Overall, it was a very informative information on the detail and research that goes into running the FMWRD.

- **CPEP Criteria.** Staff met to go over the CPEP criteria and look at any updates that need to be made to the program after about a year into it. Updates will be presented at a future Board meeting.

Conferences/Trainings/Seminars: None

Accounts Receivable through December 31, 2024:

	<u>As of December 31, 2024</u>	<u>As of December 31, 2023</u>
Account Billings:		
Garbage Accounts	3,364	3,347
Water Accounts	4,373	4,359
Sewer Accounts	4,095	4,083
Road Maintenance	3,545	3,530
AutoPay Customers	2,120	1,782
Delinquent Accounts:		
1st Step - Late Bills	481	546
2nd Step - Delinquent Notice Sent	59	89
3rd Step - Tag Notice	23	38
4th Step- Water Shut-Off	N/A	N/A
Past Due Notices	254	-
Active Payment Plans:	2	6
Outstanding Accounts Receivable:		
After Hours Turn on Fee	\$-	\$-
Construction Charge	-	-
Copper & Lead Sampling	-	(40.00)
Discount	-	(3.00)
Garbage	7,623.02	3,459.62
Hydrant Fees	1,086.38	110.00
Lien Fees	-	-
NSF Fee	-	-
Road Maintenance Fee	2,066.11	1,062.55
Sewer Maintenance	5,656.31	5,851.62
Sewer Usage	8,991.12	8,129.27
Shut-Off Fee	35.00	35.00
Tag Fee	245.00	140.00
Water Maintenance	6,609.93	6,249.49
Water Usage	(10,586.99)	(9,809.04)
<u>Total Accounts Receivable</u>	<u>\$21,725.88</u>	<u>\$15,185.51</u>



Community Development Staff Report

TO: Village President and Board of Trustees
FROM: Danielle Marion, Community Development Director
DATE: January 16, 2025

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

Meetings:

Lennar – met with fellow staff to go over the Lennar submittal.

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

EEl- I attended a meeting with fellow staff to learn more about EEl's GIS services.

CPEP – met with fellow staff to discuss the CPEP criteria.

Potential Business – met with fellow staff and an applicant for a special use permit to discuss some concerns.

Camp Dean Rd Property – had a call with the attorney representing the applicant for the Snow Plow/Concrete and outdoor storage business on Camp Dean Road to discuss an update with the attorney.

Fox Metro – met with fellow staff and Fox Metro to discuss fees.

Food Truck Friday – Met with the economic development department to discuss the process of planning food truck Friday.

IRMA- I attended the IRMA Executive Safety Meeting.

Tasks/Updates:

Lennar – working through the review of this development. Currently waiting on revisions from Lennar.

Fire Department – Received formal submittal from the Fire Department for a new facility on their property on Denny Road. Currently reviewing their submittal.

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, currently reviewing.

Starbucks – Permit ready to be issued, just waiting for Starbucks.

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 17, 2025

Notable Police Events

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Conferences / Training / Seminars

- Police Law Institute monthly computerized training for January covers 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 covers Weapon Retention.
- Deputy Chief Alcaraz attended Field Officer Training on January 13-17, 2025. He is now certified as an FTO.
- Members of the department participated in annual less than lethal use of force Taser training and de-escalation techniques on January 14, 2025.



Administrative

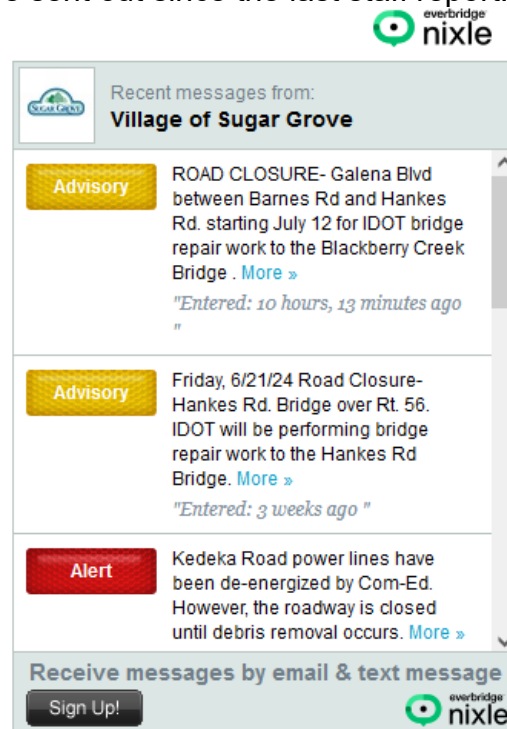
- Chief Rollins participated in the virtual Village Attorney meeting along with representatives from all departments on January 7, 2025.
- Deputy Chief Alcaraz and Administrative Officer Hanold attend a insurance compliance meeting for an upcoming site visit.
- Chief Rollins participated in the Tri-Com Executive Board meeting on January 8, 2025, hosted at Tri-Com.
- Chief Rollins attended the weekly department head meeting on Wednesday, January 8 at the Village Executive Office conference room.
- Chief Rollins represented the police department at the village evaluation committee meeting for a new village attorney selection process on January 8th.
- Deputy Chief Alcaraz oversaw the Administrative Adjudication Hearing on January 8 with other municipalities participating, along with the hearing officer and village's legal counsel.
- Chief Rollins attended the weekly department head meeting on Wednesday, January 15 at the Village Executive Office conference room.
- Chief Rollins represented the police department at the Village's Executive Safety Committee meeting on January 15.
- Automated License Plate Reader vendor Flock hosted a virtual meeting on January 16 with Chief Rollins regarding converting four temporary cameras over to permanent locations.

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 13, 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 15, 2024

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

Meetings:

On January 7, 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 January 13, 2025, I attended the IDOT Pre-Construction Meeting for the demolition portion of the IL 47 widening project, demolition of the 2 homes affected is scheduled to begin in April 2025.

On January 16, 2025, Brian Schiber attended the KKCOM Transportation Policy Committee Meeting.

Training/IRMA:

On January 13, 2025, Titan Safety Management conducted a Village wide noise study on behalf of IRMA, a report will be sent once completed.

On January 15, 2025, I attended the Executive Safety 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 26 JULIE tickets.

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

Staff replaced 6 streetlights.

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

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		
1/2/2025	Snow	123	17
1/3/2025	Snow	205	32
1/6/2025	Snow	175	23
1/10/2025	Snow	595	109
1/11/2025	Ice	89	6
1/12/2025	Snow	283	45
1/14/2025	Snow	500	75
Totals		1,970 miles	307 Tons Salt



ECONOMIC DEVELOPMENT DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees

FROM: Michael Cassa, Economic Development Director

Date: January 16, 2025

Summary of Projects/Prospects:

474 Division- Following up with a Batavia-based IT company that plans to relocate their corporate office to Sugar Grove. The company has a contract to purchase and build out the vacant middle unit at 474 Division Drive.

BEI- Met the owner of Batavia Enterprises on January 15 to discuss a potential industrial development project in Sugar Grove.

CAM Development- met the owner of CAM to discuss potential sites for the development of a small commercial center in Sugar Grove.

Cilantro- assisting the owner of Cilantro on the grand opening event.

Cushman & Wakefield- met Shannon O'Hare, one of the nation's leading site consultants, in Chicago on January 14. This meeting was rescheduled from December.

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

GMX- Scheduling a groundbreaking ceremony for the new Starbucks project.

Mutual Development- met with Rob Coco on January 15 to discuss potential sites for a small commercial center. Mutual Development was the developer of the Shops at the Landing.

True Vet- staff is following up with the owner of a vet clinic that plans to lease the combined Units B and C, next to Subway. The project will come before the Plan Commission on February 19 for special use approval.

Marketing and Outreach:

Brokers Reception- the third annual Sugar Grove EDC Brokers Reception will be held on November 5, 2025, at Rich Harvest Farms.

Food Truck Friday- the Economic Development Department has taken over coordination of the Food Truck Friday program. Becky Gwilt will begin contacting food truck companies that may be interested in participating. Food Truck Fridays will be held in conjunction with Groovin' in the Grove.

Intersect Illinois- the Economic Development staff will receive training on the new Intersect platform. Project RFPs and site information will be submitted to Intersect on the new platform.

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.

Sugar Grove Chamber of Commerce- the Economic Development staff attended the Chamber luncheon on December 19.



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



Village of Sugar Grove Initiative Fiscal Year 2024-2025 - January 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 occurred 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 forward. 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 with 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 building improvements are made to the police building.	Administrative 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. January 7, 2025 the Village Board will be presented with the concept plan and estimated budget for the renovation and addition.	The Village Board reviewed the concept plans and estimated construction budget at their January 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 Advertisement 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. Candidates were 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	Abutments completed, site is stabilized for the winter.	
2	John Shields Elementary School Sidewalk Improvements	6	\$ 218,000		Construction	Project complete.	



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

Initiative		Time in Months	Estimated Cost	Actual Cost	FY24-25 Departmental Measurable Objective	Update	VB Discussion Target Date(s)
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