



## ADMINISTRATION DEPARTMENT STAFF REPORT

**TO:** Village President and Board of Trustees  
**FROM:** Scott Koeppel, Village Administrator  
Tracey Conti, Village Clerk  
**DATE:** January 3, 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.

**Comcast** – Comcast asked to pause the negotiation of a new franchise agreement. Staff is looking into why they asked to delay the process.

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

**PD remodel** – Staff is waiting for a budget and approval to move forward with final design after a presentation from Cordogan and Clark.

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

**Citizen Engagement** – Staff is developing a mailer for all residents in addition to the one sent with the water bill.

**Referendum Question** - Staff received a referendum question from a resident.

**Village Attorney** – Staff received 8 proposals and is evaluating them.

**Budget**– Staff started working on the 25-26 budget.

**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 3, 2025

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

### **Tasks/Updates:**

- **SRT-BWC Grant.** We have received the \$14,000 for the additional 7 body-worn cameras from the grant.
- **FY2025-2026 Budget.** Staff has begun the FY2025-2026 Budget process. First draft of General Fund is due January 17, 2025. The tentative first budget workshop is to be held on February 18, 2025.
- **DCEO Grant 23-203561 Reporting.** I complete the quarterly reporting for the DCEO grant for US-30 & Municipal Crosswalk. This project is awaiting IDOT comments and approval.

### **Meetings:**

- **Finance Staff Performance Evaluations.** I met with all Finance Staff to complete their 2024 performance evaluations.
- **Sikich LLC./Tri-Merit.** I met with Sikich and Tri-Merit to discuss the Solar Tax Incentives and receive a proposal for services to help complete the Village's Federal Tax Return.

**Conferences/Trainings/Seminars:** None



## Community Development Staff Report

TO: Village President and Board of Trustees  
FROM: Danielle Marion, Community Development Director  
DATE: December 30, 2024

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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.

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

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

**Potential Development** – met with fellow staff to discuss a potential development.

**Potential Business** – met with fellow staff and business looking to locate in the Village.

### **Tasks/Updates:**

**Lennar** – Completed the first review of their submittal.

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

**Settlers Ridge Drainage** – Received an update, due to weather conditions work should be starting the spring for the grading. The clearing of the area has begun.

**Settlers Ridge Areas 5 & 6** – Village Board approved the proposal, finalizing engineering.

**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 public hearing for Maple Grove was opened with the Plan Commission on October 16<sup>th</sup>. The Plan Commission continued the public hearing until November 20<sup>th</sup> and requested some additional information from the developer. The Plan Commission continued the public hearing again to December 18<sup>th</sup>, there are a number of issues they are working through.

### **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.

Reviewing 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 3, 2025

### **Notable Police Events**

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

- Police Law Institute monthly computerized training for December covered: Officer Mental Wellness, Stress, Stress Reduction, Post-Traumatic Stress Disorder, Distress Syndrome, and Law Enforcement Officer Suicide.
- Monthly Defensive Tactics Training for December covered Impact Weapons and Batons.
- Deputy Chief Alcaraz attended ALiCE training on December 18 and 19 with the class hosted in Lake Villa, IL. He is certified again to teach ALiCE techniques.
- Some members of the department participated in annual off-duty qualification hosted at the North Aurora Police Department range with our range officers: Sgt. Grutzius and Det. Batitsas overseeing the range program.

### **Administrative**

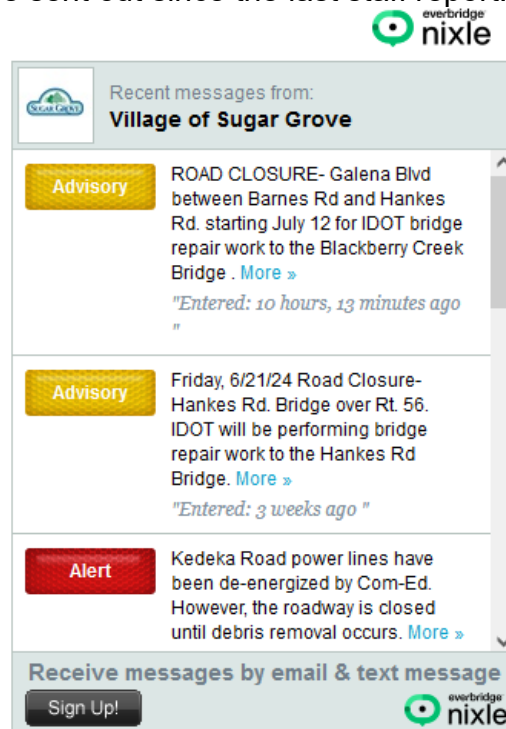
- Chief Rollins attended the weekly department head meeting on Wednesday, December 18<sup>th</sup> at the Village Executive Office conference room.
- The Board of Police Commissioners held their monthly meeting on December 18, with Chief Rollins in attendance.
- December 19<sup>th</sup>, Chief Rollins represented the police department at the Village's safety committee meeting with members from other departments present.
- Sgt. Kurzawa, Detective Batitsas, and Chief Rollins virtually participated in a seminar regarding how to protect your community from possible drone threats on December 19.
- Chief Rollins attended the weekly department head meeting on Wednesday, December 30<sup>th</sup> at the Village Executive Office conference room.
- Chief Rollins virtually met with family members of an on-going investigation and provided a status update to them on January 2, 2025.
- Chief Rollins participated in a FBI Joint Terrorism Task Force virtual meeting on January 3<sup>rd</sup> regarding national high-profile incidents that occurred on New Years Day across the country.

## **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 December 23, 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: December 31, 2024

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

### **Meetings:**

On December 19, 2024, The Water Department attended and entered the Kane County Water Association Annual Taste Test Contest, we received 3<sup>rd</sup> place for the Best Tasting Water in Kane County.

### **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 continues to PM the snow & ice control fleet.

Staff completed jetting of 7575 of sanitary sewers.

Staff has started fall/winter parkway tree trimming.

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
12/19/2024	Snow/Ice	312	41
12/20/2024	2" Snow	401	40
12/21/2024	Drifting	53	4
<b>Totals</b>		<b>766 miles</b>	<b>85 Tons Salt</b>





## **ECONOMIC DEVELOPMENT DEPARTMENT STAFF REPORT**

TO: Village President and Board of Trustees

FROM: Michael Cassa, Economic Development Director

Date: December 30, 2024

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

214 S. Main Street LLC- revising the proposal for the Commercial Property Enhancement Grant for 214 S. Main Street LLC. The original application included the planting of new trees in the right-of-way in front of the property. The revised proposal will be presented to the Village board for approval.

474 Division- met with an IT company on December 20 that plans to relocate their corporate office from Batavia to Sugar Grove. The company plans to purchase and build out the vacant middle unit at 474 Division Drive.

BEI- Contacted the owner of Batavia Enterprises on December 27 to discuss a potential industrial development project in Sugar Grove. Staff will meet with company officials at the BEI office on January 15, 2025.

GMX- followed up with Fox Metro officials regarding the Starbucks project.

Sugar Grove Center- staff is following up with the owner of a vet clinic that plans to lease Units B and C, next to Subway. The two units will be combined. This will be the vet clinic's third location in the western suburbs. They are required to apply for special use approval.

### **Marketing and Outreach:**

Commercial Property Enhancement Program- staff discussed potential modifications to the CPEP program criteria which will be presented to the Village Board.

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- invitations will be out for the State of the Village, which will be held on February 7, 2025, at Waubensee Community College.

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