



## ADMINISTRATION DEPARTMENT STAFF REPORT

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

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

**PD remodel** – Cordogan Clark provided updated drawings, and staff has a meeting scheduled for later this month.

**MetroWest Drive Down** – Staff and President Konen participated in the MetroWest drive down to Springfield. The group met with leadership including the Governor. On the second day meetings were held with IDOT, DCEO, and ILEPA.

**Lennar** – Staff continues working on the Brighton Ridge project.

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

**Citizen Engagement** – Staff along with Krantz Strategies sent out a mailer to residents.

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

**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:** March 13, 2025

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

### Tasks/Updates:

- **NIMEC Electrical Aggregation Bid – Village Wells & Treatment Plants.** The Village's contract for electrical aggregation for the Well & Treatment Plants expires May 2025. With the installation of the solar field at 455 Arbor Ave., this address was removed from NIMEC's bid list and moved over to Progressive Business Solutions for management of this account with solar. NIMEC initially went to bid on March 4<sup>th</sup>, where Dynegy won the contract. However, a few hours after it was bid, Dynegy pulled back their bids and it was postponed due to the Trump Administration tariffs imposed that day. The initial increase was 26% from our current rates. The contracts were bid again on March 11<sup>th</sup>, and an increase of 29% was received on a 3-year agreement with Direct Energy. This was the first time in NIMEC's history with the Village, where 3 different companies won the contract based on a 1yr, 2yr, or 3yr contract. This shows the volatility of the market and uncertainty of the imposed tariffs. Our rates went from 5.859 to 7.55 for our 3-year contract.

For reference, when we bid our Streetlights in July 2024, the Village saw an increase of 57% in cost at that time. Our rates went from 2.832 to 4.452 on Streetlights.

- **IRMA Underwriting 2026.** I have completed the IRMA Underwriting questionnaire for 2026.

### Meetings:

- **Gallagher Benefits Strategic Planning.** Brett and I met with Casey Kemerling from Gallagher Benefits as we do annually to go over our annual strategic planning. The main items we discussed was the potential of the Village moving into the Medium Market for Health insurance. We will be running some comparison numbers, and if beneficial, will discuss this with the Board at a future meeting.

- **IMTA Institute RFP & Planning.** I met with the IMTA Association Manager to review the RFP IMTA put out for venues to host the 2025 & 2026 Institute. We also went over scheduling the first education committee meeting for planning the Institute being held in November 2025.
- **AT&T Support Team.** I had a brief meeting with AT&T to meet our mobility support team who handles all cell and wireless service.
- **KnowBe4.** We were assigned a new account rep for KnowBe4. This is the company we utilize to host our internal training for staff.
- **IRMA Board of Directors.** IRMA held their quarterly Board of Directors meeting, the agenda was fairly light with nothing of major importance for approval.
- **Progressive Business Solutions.** VA Koeppel and I met with Progressive Business Solutions to discuss our aggregation bid for the 455 Arbor Ave. property now that the Solar has been active. This is set to expire in May 2025 along with the other Well & Treatment Plant sites.

#### **Conferences/Trainings/Seminars:**

##### **IMRF Authorized Agent Webinar – Part 1**

Annually I must attend the Authorized Agent webinar series for IMRF as the Village's Authorized Agent. This is a two-part webinar; the second part will be complete March 26<sup>th</sup>.

**Accounts Receivable through February 28, 2025:**

	<b><u>As of February 28, 2025</u></b>	<b><u>As of February 28, 2024</u></b>
<b>Account Billings:</b>		
<i>Garbage Accounts</i>	3,370	3,356
<i>Water Accounts</i>	4,380	4,366
<i>Sewer Accounts</i>	4,101	4,089
<i>Road Maintenance</i>	3,551	3,538
<i>AutoPay Customers</i>	2,137	1,846
<b>Delinquent Accounts:</b>		
<i>1st Step - Late Bills</i>	515	482
<i>2nd Step - Delinquent Notice Sent</i>	67	29
<i>3rd Step - Tag Notice</i>	28	21
<i>4th Step- Water Shut-Off</i>	5	0
<i>Past Due Notices</i>	0	312
<b>Active Payment Plans:</b>	1	6
<b>Outstanding Accounts Receivable:</b>		
<i>After Hours Turn on Fee</i>	\$-	\$-
<i>Construction Charge</i>	-	-
<i>Copper &amp; Lead Sampling</i>	-	-
<i>Discount</i>	-	(3.82)
<i>Garbage</i>	7,324.43	5,641.58
<i>Hydrant Fees</i>	1,170.38	27.50
<i>Lien Fees</i>	-	-
<i>NSF Fee</i>	-	-
<i>Road Maintenance Fee</i>	1,927.95	1,868.01
<i>Sewer Maintenance</i>	5,317.11	6,147.58
<i>Sewer Usage</i>	9,157.55	9,934.92
<i>Shut-Off Fee</i>	105.00	35.00
<i>Tag Fee</i>	230.00	115.00
<i>Water Maintenance</i>	6,350.65	6,820.79
<i>Water Usage</i>	(9,538.55)	(8,805.06)
<b><u>Total Accounts Receivable</u></b>	<b><u>\$22,044.52</u></b>	<b><u>\$21,781.50</u></b>



## Community Development Staff Report

TO: Village President and Board of Trustees  
FROM: Danielle Marion, Community Development Director  
DATE: March 11, 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.

**Lennar** – followed up with fellow staff to discuss possible options to address traffic concerns in Windsor Pointe.

**Fire Department** – met with fellow staff to discuss the development agreement.

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

**First Secure Bank** – met with the bank to discuss the potential of adding a large flag to their property.

**CMAAP** – met with EDC staff to look into a possible CMAAP grant.

**CD/EDC Staff** – held the quarterly CD/EDC staff meeting.

**Potential Developer** – met with fellow staff and a potential developer interested in possibly presenting a concept plan to the Board.

**EDC** – I attended the EDC Board meeting.

**Potential Developer** – met with another potential developer interested in Sugar Grove.

### **Tasks/Updates:**

**True Vet** – received a positive recommendation from the Plan Commission for their Special Use permit. The Village Board discussed at the March 4<sup>th</sup> meeting and are looking to approve on March 18<sup>th</sup>.

**Lennar** – Plan Commission discussed the proposal at the February 19<sup>th</sup> meeting and made a positive recommendation for approval to the Village Board. The Village Board will be discussing the proposal on March 18<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>. The Plan Commission held the public hearing and made a positive recommendation to the Village Board for approval.

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

**Settlers Ridge Areas 5 & 6** – Finalizing plats, will be holding the preconstruction meeting next week, work will begin soon.

**Cilantro** – opened on March 7<sup>th</sup>.

**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 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:** March 14, 2025

### **Notable Police Events**

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

- Police Law Institute monthly computerized training for March covers Psychology of Domestic Violence, Illinois Domestic Violence Act, Civil No Contact Orders of Protection, Domestic Violence Orders of Protection, Domestic Battery, and Law Enforcement Responsibilities.
- Monthly Defensive Tactics Training for March covers Spontaneous Knife Defense.

### **Administrative**

- Chief Rollins attended the weekly department head meeting on Wednesday, March 5, held at the Village Executive Office conference room.
- Deputy Chief Alcaraz and Administrative Officer Hanold attended the annual NEMRT meeting held in Addison on March 11.
- March 12, Administrative Officer Hanold attended the Administrative Hearing hosted at the PD on March 12.
- Chief Rollins attended the Tri-Com Executive Board meeting on March 12 hosted at Tri-Com.
- Chief Rollins attended the weekly department head meeting on Wednesday, March 12, held at the Village Executive Office conference room.
- March 13, Chief Rollins met with architects from Cordogan Clark at the PD for additional discovery phase of the existing building material and construction, along with reviewing a couple items that they needed additional questions and measurements on.

## **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 Meadows at McCannon.






Unit # 2 Deployed on E. Park and Chatsworth



**Emergency Preparedness:**

- No messages have been sent out since the last staff report.



Recent messages from:  
**Village of Sugar Grove**

Advisory

ROAD CLOSURE- Galena Blvd between Barnes Rd and Hanks Rd. starting July 12 for IDOT bridge repair work to the Blackberry Creek Bridge . [More »](#)

*"Entered: 10 hours, 13 minutes ago"*

Advisory

Friday, 6/21/24 Road Closure- Hanks Rd. Bridge over Rt. 56. IDOT will be performing bridge repair work to the Hanks Rd Bridge. [More »](#)


*"Entered: 3 weeks ago "*

Alert

Kedeka Road power lines have been de-energized by Com-Ed. However, the roadway is closed until debris removal occurs. [More »](#)

Receive messages by email & text message

Sign Up!



- Emergency Warning Sirens monthly and weekly testing continues. They are functioning properly as of March 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: March 11, 2025

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

### **Meetings:**

On March 6, 2025, I attended the Grove Area 1 Project Engineering review meeting.

On March 6, 2025, Public Works staff attended the Fox Metro quarterly meeting.

On March 13, 2025, I attended the Grove Area 1 storm water discussion meeting

On March 14, 2025, I attended the Grove Area 1 review meeting for all Governmental Bodies.

### **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:**

This project is complete. 101 LED Street Lights have been installed.

**Public Works Field Operations:**

Staff Repaired a 8" watermain break in Windsor Point.

Staff completed a total of 68 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 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
3/5/2025	Snow/Ice	150	31
3/7/2025	Snow/Ice	152	32
<b>Totals</b>		<b>302 miles</b>	<b>63 Tons Salt</b>



## **ECONOMIC DEVELOPMENT DEPARTMENT STAFF REPORT**

TO: Village President and Board of Trustees

FROM: Michael Cassa, Economic Development Director

Date: March 13, 2025

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

Rte. 47 Wings and Tavern- the application for a liquor license for this new tenant at the Sugar Grove Center was approved at the March 4 Village Board meeting. The build out will be completed and a grand opening will be planned.

Brighton Ridge- the Economic Development Department prepared a report to the Village Board on the project. Brighton Ridge will be discussed at the March 18 Village Board meeting.

Dolan & Murphy Property- staff has been receiving inquiries from developers interested in the 44-acre site at the northwest corner of Route 56 and Galena.

Cilantro Taco Grill- the restaurant has opened. The furniture for the outdoor patio has arrived. Staff is assisting with plans for a grand opening.

Rosewood Farm- the completion of the new event facility is expected next month. A grand opening and open house will be held in late April.

Sugar Grove Police Department- scheduling visits to potential sites for the future temporary rental space for the Sugar Grove Police Department.

True Vet- The application for the special use permit will be on the consent agenda at the March 18 Village Board meeting.

### **Marketing and Outreach:**

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

Commercial Property Enhancement Program- a proposal to revise the CPEP criteria will be presented to the Village Board on March 18.



Village of Sugar Grove Initiative Fiscal Year 2024-2025 - MARCH 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)	Beginning Grant application process	
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 - MARCH 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 occured 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. March 18th VB meeting a discussion item to include the ability for the NWS to intergrate Tornado Warning protocalns into our system for activation.
2	ILEAP Certfication 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 PD has been working with staff from the architects the past couple of weeks with providing updated information and on-site measurements have taken place for CAD drawings.	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.





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

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