



ADMINISTRATION DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees
FROM: Scott Koeppel, Village Administrator
Tracey Conti, Village Clerk
DATE: May 20, 2025

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

PD remodel – Cordogan Clark provided updated drawings and will be presenting to the Village Board in May. Staff continue to meet with the architect to refine the design and prepare for the presentation on May 20.

School District and Crown Meetings – The new administration met with the School District and Crown Community Development to discuss The Grove.

Economic Development Transition – Outgoing Director Cassa transitioned ongoing work to Administration and Community Development. Staff met with a few of the landowners that Michael Cassa was working with. The projects are in very early stages.

Transition – Department Heads met with President Stillwell and some of the new Trustees to discuss ongoing projects and answer questions.

Social Media – Staff continues to sign residents up for constant contact. Becky from Economic Development has started assisting staff with social media posts as well.

Water Projects – Staff applied for state and federal funds to assist with the upcoming large water capital projects. Staff also met with ILEPA about low interest loans to help defray large one-time costs.

FOIA Requests – Staff continues to work on various requests.

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: May 2, 2025

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

Tasks/Updates:

- **FY2024-2025 Illinois Department of Insurance (IDOI) Reporting.** All documents requested by Lauterbach & Amen to complete the Illinois Department of Insurance filing for the Police Pension fund were completed on 05/05/25 for their 05/10/25 deadline.
- **SRT BWC Grant Reporting.** I have completed the final reporting period for this grant and held my close-out conference with the DOJ. This grant has been closed, and the Village has completed all necessary closeout tasks.
- **455 Arbor Ave. Solar Incentive.** I reviewed and signed e-filing for the incentive on 05/13/25, ahead of 05/15/25 Deadline. The Village will be getting 40% tax incentive for the project totaling roughly \$417k.
- **2025 Annual Training Campaign.** The 2025 Annual Training campaign for all Staff and Elected officials has been created. The deadline to complete the training is 12/31/2025.

Meetings:

- **FY2024-2025 Audit Planning.** Brett and I met with Jennifer Martinson from Lauterbach & Amen to have our FY2024-2025 Audit Preconference meeting. Preliminary Fieldwork is scheduled for June 12th and Fieldwork the week of July 14th.
- **Police Department Tour & Department Head Introduction.** I attended a meeting with Trustee Roskopf and President Stillwell, along with CD Director Marion, Chief Rollins and Administrator Koeppel at the Police Department where we had an introduction meeting with the President and Trustee. They also were able to take a tour of the Police Department to see the existing conditions ahead of the presentation to be made at the May 20th meeting for the improvements planned.
- **Staff Meeting.** I attended our weekly Senior Staff meeting.
- **IMRF Employer Rate Meeting.** I attend the annual IMRF Employer Rate meeting to better understand how the 2025 employer rate was derived and how IMRF investments did for the year.

- **IMTA Bi-Monthly Treasurer Luncheon & Discussion.** I attended my bi-annual Treasurer luncheon held in Genoa. These meetings are a group of 10-15 Treasurers from surrounding communities, where we have an agenda of items to discuss along with other topics that are affecting our communities or there are questions on. This is a very effective group to get information and questions answered quickly.
- **TIF/The Grove & Police Department Tour.** Administrator Koeppel and I met with Trustee London at the Police Department for a tour of the existing conditions ahead of the presentation on May 20th. This meeting was also to discuss The Grove project, agreements and TIF Agreement, and answer any questions Trustee London had.

Conferences/Trainings/Seminars: None

Accounts Receivable through April 30, 2025:

	<u>As of April 30, 2025</u>	<u>As of April 30, 2024</u>
Account Billings:		
<i>Garbage Accounts</i>	3,373	3,358
<i>Water Accounts</i>	4,381	4,365
<i>Sewer Accounts</i>	4,101	4,086
<i>Road Maintenance</i>	3,553	3,538
<i>AutoPay Customers</i>	2,186	1,937
Delinquent Accounts:		
<i>1st Step - Late Bills</i>	468	557
<i>2nd Step - Delinquent Notice Sent</i>	38	52
<i>3rd Step - Tag Notice</i>	13	25
<i>4th Step- Water Shut-Off</i>	1	5
<i>Past Due Notices</i>	256	327
Active Payment Plans:	1	3
Outstanding Accounts Receivable:		
<i>After Hours Turn on Fee</i>	\$-	\$-
<i>Construction Charge</i>	82.50	-
<i>Copper & Lead Sampling</i>	-	(350.00)
<i>Discount</i>	-	-
<i>Garbage</i>	6,950.93	10,647.81
<i>Hydrant Fees</i>	1,250.38	27.50
<i>Lien Fees</i>	-	-
<i>NSF Fee</i>	-	-
<i>Road Maintenance Fee</i>	1,919.20	3,366.49
<i>Sewer Maintenance</i>	5,169.83	8,589.62
<i>Sewer Usage</i>	7,273.97	12,677.96
<i>Shut-Off Fee</i>	105.00	175.00
<i>Tag Fee</i>	230.00	210.00
<i>Water Maintenance</i>	6,033.58	9,927.07
<i>Water Usage</i>	(\$12,881.90)	(3,372.15)
<u>Total Accounts Receivable</u>	<u>\$16,133.49</u>	<u>\$41,899.30</u>



Community Development Staff Report

TO: Village President and Board of Trustees
FROM: Danielle Marion, Community Development Director
DATE: May 14, 2025

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.

Economic Development – met with economic development staff to review process for Food Truck Friday.

Potential Developer – met with fellow staff and a potential developer.

Potential Developer – met with fellow staff and a potential developer.

701 Heartland Drive – met with fellow staff and a potential developer to discuss this site.

Potential Developer – met with fellow staff and a potential developer.

The Grove Area 1 – attended a preconstruction meeting for mass grading.

Tasks/Updates:

Settlers Ridge Drainage – Revised grading has been completed, waiting for as-builts and seeding to be done.

Settlers Ridge Areas 5 & 6 – Work has started.

Jiffy Lube – permit issued, work has started.

Planning & Zoning:

Prepare agenda material for the Plan Commission meetings.

Performed multiple plan reviews.

Performed multiple inspections on signs.

Working on text amendments.

Building:

Completed multiple plan reviews and building inspections.

Issued multiple permits.

Property Maintenance/Code Enforcement:

Seasonal Code Enforcement Officer started back on April 22, 2025.

Working to begin trying to bring existing commercial properties into compliance with their landscaping.

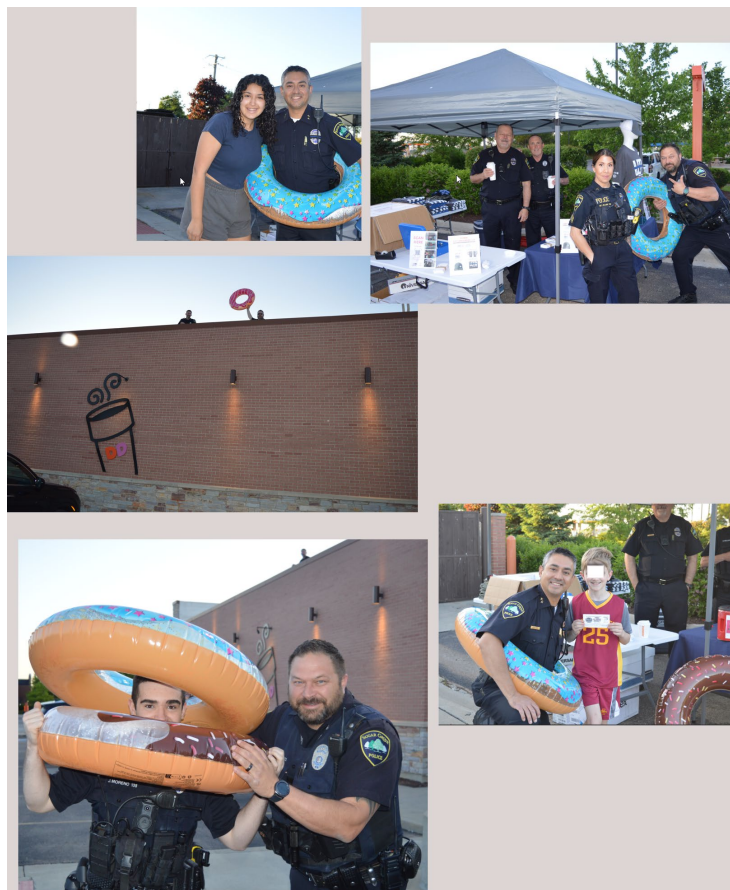


POLICE DEPARTMENT STAFF REPORT

TO: PRESIDENT & BOARD OF TRUSTEES
FROM: PAT ROLLINS, CHIEF OF POLICE
DATE: May 16, 2025

Notable Police Events

- Community Engagement – Supporting Special Olympics Illinois. Cop on Top Event was held on May 16 from 5 am to Noon at Dunkin'.



Conferences / Training / Seminars

- Police Law Institute monthly computerized training for May covers Crisis Intervention and De-Escalation.
- Department-wide Monthly Defensive Tactics Training for May covers Pressure Points.
- Detective Batitsas attended the Red Dot Firearms Instructor Course offered through NEMRT on May 12 and 13th.
- Deputy Chief Alcaraz attended the monthly ILEAS Mobile Field Force training on May 15 in Elgin.

Administrative

- Chief Rollins participated in a virtual attorney meeting along with all departments on May 5, 2025.
- Chief Rollins participated in the Jiffy Lube pre-construction meeting on June 5 held at EEI.
- Chief Rollins attended the Kane County 100 Club meeting as an executive board member of the association on May 6, 2025.
- May 7, Kane County Chief of Police, Police Memorial/Police Appreciation Ceremony took place at Mooseheart, House of God.
- Chief Rollins attended the weekly department head meeting on Wednesday, May 7, held in the Village Executive Office conference room.
- Chief Rollins participated in a village department-wide meeting with the new village president and trustee on May 13. A tour of the PD facility was given.
- Chief Rollins, Administrative Koepfel, and PW Director Merkel met virtually with the architectural staff of Cordogan Clark to review the latest updates to the PD building project.
- Chief Rollins attended the monthly Tri-Com Executive Board meeting on May 14 held at Tri-Com.
- Chief Rollins attended the weekly department head meeting on Wednesday, May 7, in the Village Executive Office conference room.
- Administrative Officer Hanold represented the police department at the monthly Administrative Hearing held on May 14, 2025.
- Deputy Chief Alcaraz, Administrative Officer Hanold and Chief Rollins attended the monthly Kane County Chiefs of Police meeting in Elburn on May 15.
- Chief Rollins and PW Director Merkel virtually participated in the National Weather Service virtual briefing held on May 15 about impending severe storms for the area on May 15 and 16.
- Chief Rollins participated in a village department-wide meeting with the new village trustee on May 15. A tour of the PD facility was given.
- Chief Rollins participated in a virtual attorney meeting along with all departments on May 16, 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.

- 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 Fays Lane near Dugan Park West, a Sugar Grove Park District Park.



Unit # 2 Deployed on the 300 block of Hampstead

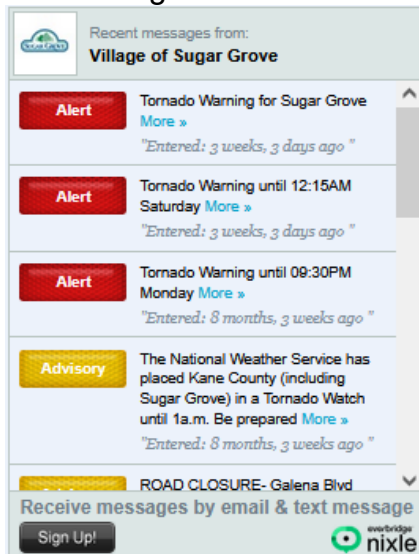


Speed Trailer with Message Board deployed to Wheatfield Ave to address speeding auto complaints on Wheatfield.



Emergency Preparedness:

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



- Emergency Warning Sirens' monthly audible test occurred on May 6 at 10 am.
- Emergency Warning Sirens monthly and weekly testing continues. They are functioning correctly as of April 28, the last weekly test.

Upcoming Activities:

- May 7th-Kane County Police Memorial-Location Mooseheart, House of God Worship Center in Batavia. Open to the public. (220 N. Pilgrim St., Mooseheart)
- Groovin' in the Grove
 - Friday, June 13, 7-8:30pm
 - Friday July 11, 7-8:30pm
 - Friday, August 8, 7-8:30pm
- Sugar Grove Corn Boil
 - July 24-27, 2025



Public Works Staff Report

TO: Village President and Board of Trustees
FROM: Brad Merkel, Public Works Director
DATE: May 13, 2025

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

Meetings:

On May 8, 2025, I attended the Traffic Signals 101 Webex hosted by IDOT.

On May 13, 2025, I attended the Police Station remodeling project meeting.

On May 14, 2025, I attended the Kane Groundwater Sustainability Group Meeting.

On May 14, 2025, I meet with Community Development staff and a Developer to discuss a potential building at 701 Heartland Dr.

Public Works Training:

On May 14, 2025, Public Works Staff attended the Safety Committee Meeting.

Public Works Projects:

The Black Berry Creek Pedestrian Bridge:

The Bridge Structure fabrication has been completed and is currently waiting to be painted (estimated at 3 weeks).

Well 10 Solar Project:

The solar portion of the project is complete and online. The fence is complete; landscaping will be completed soon.

Public Works Field Operations:

Staff installed the 4 new Stop Signs in Windsor Point.

Staff Jetted 1300 feet of sanitary sewer in Walnut Woods and on Heartland Dr.

Staff completed a total of 167 JULIE tickets.

Staff completed Village wide pothole patching.

Staff collected monthly water samples as required by the IEPA.

Staff completed removal, stump grinding and restoration of 14 parkway trees.



Village of Sugar Grove Initiative Fiscal Year 2025-2026- MAY

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.	Staff updated the website after the tranistion to the new elected officials. Tracey also updated the front page to include more short cuts.	
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 2025-2026- MAY

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 2025-2026- MAY

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. May/June Project should resume	
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 complete.	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 complete except landscaping	
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