



FINANCE DEPARTMENT STAFF REPORT

TO: Village President & Board of Trustees
FROM: Matt Anastasia, Finance Director
DATE: February 28, 2025

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

Tasks/Updates:

- **Solar Field Tax Incentive.** I met with Tri-Merit to go through the IRS registration process to gain access to the portal. We have completed all the necessary steps and now await set up and approval by the IRS. This could take up to 120 days, but Tri-Merit normally sees them approved within 4-6 weeks.
- **FY2025-2026 Budget.** A majority of the past weeks have continued to be spent preparing the first draft of the budget and all necessary back up.

Meetings:

- **FY25-30 Road Program.** VA Koeppel, PW Director Merkel and I met to review the Road Program for the next 5-years with the addition of the two new STP Projects added this year. The latest draft is being presented at Budget Workshop #2 at the Board meeting on March 4, 2025.
- **IMTA Board of Directors.** I attended the next IMTA Board of Directors meeting as I sit on the Board. The focus of this is continuing the planning of the IMTA Annual Conference in July in conjunction with APT US&C.
- **BS&A Payments.** I met with BS&A to go over a roughly preliminary of what a monthly cost would be comparing BS&A Payments with Invoice Cloud. We are still working on a full analysis.
- **Community State of the Village.** I attended the two Community State of the Village held by President Konen at the Sugar Grove Library on February 25, 2025.
- **Tri-Merit.** I met with Tri-Merit to go through the IRS portal registration. This is complete and are in the waiting process for IRS approval.
- **IRMA OSHA Compliance Assessment.** Village Department's met with IRMA to go through our policies and procedures in relation to OSHA to complete an assessment from IRMA. This will provide the Village areas to improve upon, in the instance there were an OSHA audit.

- **PMA Financial Network, LLC. - Illinois Public Reserves Investment Management (IPRIME) Trust Board of Trustees.** Towards the end of December, I was approached by Lisa Nusko, Vice President of Investment Services for PMA Financial Network, LLC. and asked if I was interested in being interviewed to be a Trustee on the Board of Trustees for the IPRIME Trust.

IPRIME is considered a Local Government Investment Pool (LGIP), whose purpose is to pool funds together so public entities can receive a competitive cash rate. They are allowed per state statute as long as they are triple A rated by one of the major rating agencies (Moody, S&P, or Fitch). As a Board of Trustees member, my responsibilities would include working with the Board to set investment policies and strategies; Overseeing the pool's performance, ensuring adherence to fiduciary standards; and representing the interest of participating entities and promoting sound financial practices. The Board meets quarterly.

I was interviewed by the sitting Board of Trustees of IPRIME on February 20th and was notified I was accepted as a new Trustee on the IPRIME Board of Trustees. Sugar Grove is the first community of our size, represented on the Board. Sugar Grove has been a client of PMA Financial Network since 2017 and has utilized IPRIME since its creation in 2019. A Resolution will need to be approved by the Village Board authorizing admission to the Board of Trustees and will be presented to the Board in the next meeting or two.

Conferences/Trainings/Seminars: None



Community Development Staff Report

TO: Village President and Board of Trustees
FROM: Danielle Marion, Community Development Director
DATE: February 26, 2025

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

Meetings:

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

Lennar – met with fellow staff and Lennar to go over their development agreement.

Settlers Ridge Areas 5 & 6 – met with fellow staff to go over items to finalize engineering for Areas 5 & 6.

Tasks/Updates:

True Vet – received a positive recommendation from the Plan Commission for their Special Use permit.

Lennar – Plan Commission discussed the proposal at the February 19th meeting and made a positive recommendation for approval to the Village Board.

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, will be continued to March 5th.

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

Settlers Ridge Areas 5 & 6 – Received revised engineering, completed our review of the revisions. Very close to issuing permits for them to begin work.

Cilantro – passed final inspections and received their certificate of occupancy.

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

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 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: February 27, 2025

Notable Police Events

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Conferences / Training / Seminars

- Police Law Institute monthly computerized training for February covered additional new State Laws or amendments to existing laws include: Unlawful E-Cigarette Shipments, Restrictions on Disguised Vape Products, Selling Alcohol-Infused Products or Co-Branded Beverages, Landlord Retaliation Act, Local Drone Rule Authority, Catalytic Converter Sales, Vehicle Towing Regulations, Corporal Punishment Ban in Schools, Rights of Parents of Relinquished Infants, Lawful Health Care Activity Act Protections, Redacting Railroad Fatality Reports, Privacy Protections for Crime Victims' DNA, Crash and Data Reporting Requirements, Reporting Incidents of Firearms in Schools, Pregnant "Committed Person" Regulations, Autism Training Mandate, Training to Access a Mobile Phone's Medical ID APP. In addition, the monthly training covered a recent ruling regarding Cannabis Odor-Based Searches.
- Monthly Defensive Tactics Training for February covers Spontaneous Knife Defense.

Administrative

- Chief Rollins participated in the Kane County Emergency Management Coordinators meeting on February 18.
- Chief Rollins attended the weekly department head meeting on Wednesday, February 19, held at the Village Executive Office conference room.
- Chief Rollins, Deputy Chief Alcaraz, and Administrative Officer Hanold virtually attended a meeting with LESO (Law Enforcement Support Office- State agency overseeing the logistics of federal equipment available to local agencies.) During our meeting our agency verified federally owned property (three rifles) under our control for use as a local agency and completed our audit with the agency.
- Chief Rollins participated in the monthly Board of Police Commission meeting held on February 19.
- Deputy Chief Alcaraz and Administrative Officer Hanold attended a village safety

committee meeting on February 20 at the Village Executive Office.


- Chief Rollins, Deputy Chief Alcaraz, and Administrative Officer Hanold attended the monthly Kane County Chiefs of Police meeting on February 20 hosted at Waubensee Community College.
- Chief Rollins, Administrator Koeppel, Finance Director Anastasia, and Economic Development Director Cassa met at the police department on February 21 to plan for the police department potential temporary relocation space search during the remodel/expansion of the police department.
- Cordogan Clark Architects were on-site on February 24 taking measurements and scanning of the existing police department spaces. They were here all day completing their initial compilation of the measurements and room configurations.
- League of Women Voter's requested assistance with our presence for Meet the Candidates at WCC on February 24. Deputy Chief Alcaraz provided assistance to the LWV staff.
- Chief Rollins attended the State of the Village presentation at the Library on February 25 morning session. Deputy Chief Alcaraz attended the evening session. Both of us were available to answer questions directed at the police department and services, if inquired.
- Chief Rollins attended the weekly department head meeting on Wednesday, February 26, held at the Village Executive Office conference room.
- The Police Command Staff meeting took place on February 26 with Chief Rollins, Deputy Chief Alcaraz, Sergeants Kurzawa, Liss, Grutzius and Administrative Officer Hanold in attendance.
- Chief Rollins and Deputy Chief Alcaraz participated in an IRMA Compliance Assessment on February 27.
- Chief Rollins oversaw a Kane County 100 Club virtual meeting on February 28.

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 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!

everbridge
nixle

- Emergency Warning Sirens monthly and weekly testing continues. They are functioning properly as of February 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: February 25, 2025

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

Meetings:

On February 25, 2025, I attended the Northwest Water Planning Alliance Technical Advisory Committee Meeting.

On February 26, 2025, I met with other Village officials and the developer of Settler's Ridge Units 5&6 to finalize project engineering.

On February 27, 2025, I attended the IRMA OSHA Compliance 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.

Com Ed Led Street Light Program:

Staff have started installing replacement LED Street Lights, a total of 83 of the 101 have been installed.

Public Works Field Operations:

Staff completed a total of 27 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 repaired/replaced/installed 2 various street signs.

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
2/12/2025	Snow/Ice	855	164
2/13/2025	Snow/Ice	423	62
2/14/2025	Snow/Ice	649	105
2/15/2025	Snow/Ice	109	22
2/16/2025	Snow/Ice	183	6
Totals		2,219 miles	359 Tons Salt



ECONOMIC DEVELOPMENT DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees

FROM: Michael Cassa, Economic Development Director

Date: February 27, 2025

Summary of Projects/Prospects:

214 S. Main- the Commercial Property Enhancement Program grant application for 214 S. Main was approved by the Village Board on February 18. The applicant expects to begin construction work in March.

95 Dugan- CBRE has been retained as the broker for this industrial building that is being vacated by MetroNet. The Village staff has received several inquiries from prospective tenants.

BrightPath- staff met with the managers of BrightPath regarding plans for a grand opening. BrightPath has received all Village approvals. They are waiting for the state Fire Marshall to conduct his inspection of the building.

Data-Link, a Batavia-based IT services company, has closed on the office space at 474 Division Drive. Data-Link will complete the build out and open a new corporate headquarters in Sugar Grove.

Falex Corporation- a meeting has been scheduled with Sugar Grove-based Falex Corporation. The company is located at 1020 Airpark Drive. Falex is a leading supplier of high-quality tribology and petroleum testing equipment.

Rte. 47 Wings and Tavern- the application for a liquor license for this new tenant at the Sugar Grove Center was discussed at the February 18 Village Board meeting. The application will be on the consent agenda for approval at the March 4 Village board meeting.

Sugar Grove Police Department- following up with potential sites for a future temporary rental space for the Sugar Grove Police Department.

True Vet- the Plan Commission gave special use approval for True Vet at the February 19 meeting. True Vet plans to open a new clinic in the combined Units B and C, next to Subway, at Sugar Grove Center. The application for the special use permit will be discussed at the March 4 Village Board meeting.

Marketing and Outreach:

Aurora Area Convention and Visitors Bureau- attended the Aurora Area CVB Board Meeting on February 27.

Food Truck Friday- Economic Development staff met with Sugar Grove Public Library Director Genna Mickey on March 3 to discuss coordination between Food Truck Fridays and Groovin' in the Grove.

Illinois Economic Development Association- the IEDA annual Economic Development Summit will be held June 11-12 in Peoria. Participated in the monthly planning committee meeting on February 27.

International Economic Development Council- attended the annual IEDC Leadership Summit, February 23-25.

Kiwanis Club- attended the monthly Kiwanis Club meeting on February 27.

Sugar Grove Chamber of Commerce- attended the Chamber luncheon on February 20.