



STAFF REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: SCOTT KOEPPPEL, VILLAGE ADMINISTRATOR

DATE: AUGUST 19, 2025

The following information outlines the status of current projects, meetings, training, and other activities being handled by the department.

PD remodel – Analyzed the bid results and worked with the Police Department to move into their temporary space.

Village Code Updates – Staff, along with the Village Attorney, is researching updates for out-of-date Village Code.

Kaneland Litigation – Staff worked with the Village Attorney on an agreement with the special outside attorney.

Economic Development Transition – Staff continues meeting with neighboring communities to discuss the potential for a shared services agreement. The discussion should resume with the Village Board in September.

Fire and Park District – Worked with Fire Protection and Park District on Letters of Credit for their projects.

Economic Development – In the absence of an Economic Development Director the Village Administrator is meeting with potential businesses.

Temporary Meeting Location- Staff worked with the library on the temporary meeting space.

Newsletter – Staff finalized the newsletter and e-newsletter.

Social Media – Staff is researching other avenues to reach residents and allow communication with the Village Board.

FOIA Requests – Staff continues to work on various requests.

PAC – Administration staff is working with the Attorney General's Public Access Counselor because of FOIA and OMA review requests.



STAFF REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: MATT ANASTASIA, FINANCE DIRECTOR

DATE: AUGUST 14, 2025

The following information outlines the status of current projects, meetings, training, and other activities being handled by the department.

Tasks/Updates:

- **FY24-25 Village Audit.** The FY24-25 Village Audit is complete. The excess surplus transfer discussion is happening at the Village Board meeting on August 19, 2025. The FY24-25 final Audit will be presented on September 16, 2025, for approval.
- **FY24-25 Police Pension Actuarial.** The actuarial study for FY2024-2025 for the Police Pension Fund has been completed and will be presented to the Pension Fund in October for approval.
- **FY24-25 Police Pension Fund Audit.** The Police Pension Fund Audit for FY2024-2025 is complete and has been incorporated in the Village's FY2024-2025 Annual Audit as required by statute.
- **Police Department Improvements.** The bid opening for the Police Department Improvements was held on August 7, 2025. The bid tabulation is being presented to the Village Board on August 19th for review and approval.
- **455 Arbor Ave. Solar Field Tax Incentive.** The Village finally received the Solar Field Tax Incentive from the IRS after completing the filing in May 2025. The total amount received was \$423,546.87, \$417,338.85 Solar Incentive and \$6,208.02 of Interest.

Meetings:

- **Police Pension Board.** I attended the quarterly Police Pension Board meeting. There was a presentation of a Draft FY24-25 Actuary Study. There was discussion around an assumption change regarding funding. This is being presented to the Village Board on August 19th for approval.
- **Sikich Webinar – One Big Beautiful Bill Act.** I attended a webinar hosted by Sikich to go over the main items of the OBBBA that will affect municipalities – this came down to overtime wages taxability and W-2 reporting.
- **IMTA Institute Planning.** I chaired the next IMTA Institute Planning session. This was productive and an agenda of speakers were identified. The scheduling process began with the organization managers, with partnership opportunities being pursued with our Associate members.

- **Chamber Golf Outing.** I attended the Chamber Golf Outing along with Trustee Roskopf, Chief Rollins, Village Engineer Brian Schiber and Michele Piotrowski from EEL. This event was well attended and a great event after coming back with the last one in 2019.

Conferences/Trainings/Seminars:

Association of Public Treasurers of US&C and Illinois Municipal Treasurers Association Joint Annual Conference – Oak Brook, IL – July 20, 2025 – July 23, 2025

I attended the annual APTUS&C and IMTA Joint Conference held in Oak Brook, IL in July. This annual national conference is held in conjunction with the IMTA Annual Conference every 10 years. I was a part of the planning committee for this conference. In addition to the conference, at the awards banquet I was unexpectedly presented the 2025 IMTA President Award by the current IMTA President Latisha Paslay. This award is given to one member for their outstanding leadership and dedicated services provided to the Association and members.

Accounts Receivable through July 31, 2025:

	<u>As of July 31, 2025</u>	<u>As of July 31, 2024</u>
Account Billings:		
<i>Garbage Accounts</i>	3,365	3,365
<i>Water Accounts</i>	4,375	4,370
<i>Sewer Accounts</i>	4,095	4,092
<i>Road Maintenance</i>	3,548	3,543
<i>AutoPay Customers</i>	2,235	1,942
Delinquent Accounts:		
<i>1st Step - Late Bills</i>	495	580
<i>2nd Step - Delinquent Notice Sent</i>	54	49
<i>3rd Step - Tag Notice</i>	19	23
<i>4th Step- Water Shut-Off</i>	4	2
<i>Past Due Notices</i>	242	293
Active Payment Plans:	0	3
Outstanding Accounts Receivable:		
<i>After Hours Turn on Fee</i>	\$-	\$-
<i>Construction Charge</i>	190.00	-
<i>Copper & Lead Sampling</i>	(220.00)	-
<i>Discount</i>	-	-
<i>Garbage</i>	7,927.30	6,381.05
<i>Hydrant Fees</i>	1,483.96	104.72
<i>Lien Fees</i>	-	-
<i>NSF Fee</i>	105.00	-
<i>Road Maintenance Fee</i>	2,243.41	1,755.14
<i>Sewer Maintenance</i>	6,169.00	4,856.09
<i>Sewer Usage</i>	10,517.00	8,707.21
<i>Shut-Off Fee</i>	140.00	35.00
<i>Tag Fee</i>	230.00	140.00
<i>Water Maintenance</i>	7,345.53	5,812.64
<i>Water Usage</i>	(12,276.32)	(7,492.20)
<u>Total Accounts Receivable</u>	<u>\$23,854.88</u>	<u>\$20,299.65</u>



STAFF REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: DANIELLE MARION, COMMUNITY DEVELOPMENT DIRECTOR

DATE: AUGUST 11, 2025

The following information outlines the status of current projects, meetings, training, and other activities being handled by the department.

Meetings:

EEl- I attended several weekly engineering meetings with Staff and EEl.

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

Fire Department Training Site – attended the preconstruction meeting for the Fire Department Denny Road project.

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

Property enforcement – met with fellow staff to discuss property enforcement issues.

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

Redwood – had a follow up meeting to further discuss their proposed plan.

Building Code Updates – met with fellow staff to go over building code updates.

Tasks/Updates:

DataLink – received the building permit for the new datalink location on Division Drive.

Settlers Ridge Drainage – Final as-builts are being reviewed by EEl, Final COs are beginning to be issued.

Starbucks – work is well underway. Interior build out has begun.

Settlers Ridge Areas 5 & 6 – Work has started. Issued 2 model home permits.

Jiffy Lube – permit issued, work has started.

Code updates – working on several text amendments.

Planning & Zoning:

Prepare agenda material for the Plan Commission meetings.

Performed multiple plan reviews.

Building:

Completed multiple plan reviews and building inspections.

Issued multiple permits.

Working on building code updates.

Property Maintenance/Code Enforcement:

Parking lot between Jimmy Johns and Old Second Bank has been repaired.

Our Code Enforcement Officer has been out working to get properties cleaned up and grass cut.

Working on signs, basketball hoops, RVs and trailer enforcements.

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



STAFF REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: PAT ROLLINS, CHIEF OF POLICE

DATE: AUGUST 15, 2025

The following information outlines the status of current projects, meetings, training, and other activities being handled by the department.

Notable Police Events:

- Sugar Grove Police Department's community engagement and public safety efforts took place at the Sugar Grove Corn Boil from July 24-27.
- Food Truck Friday and Groovin' in the Grove happened on August 8, 2025. Sugar Grove Officers managed traffic and pedestrian control, along with community engagement activities.
- The Police Department has started moving to the new temporary facility at 92 Frontage Road in preparation for the PD facility construction project. Public Works has played a key role by providing manpower, equipment, and expertise for dismantling furniture and rebuilding it at the new location.

Conferences / Training / Seminars:

- The Police Law Institute's August monthly computer-based training covers Autism Spectrum Disorder, Identifying Autism Spectrum Disorders, Common Communication Patterns, Law Enforcement Responses, and Best Practices.
- Department-wide monthly defensive tactics training for August includes weapon retention.
- Officer Zach Turnbow will graduate from the Suburban Law Enforcement Academy on August 22. He will start our Field Training Program here at Sugar Grove the week after.

Administrative:

- Chief Rollins attended the weekly Department Head staff meeting on July 16 in the Village Executive Office conference room.
- The Board of Police Commissioners had their monthly meeting on July 16. Chief Rollins represented the department at the meeting.

- Deputy Chief Alcaraz and Administrative Officer Hanold attended the Kane County Chiefs of Police meeting on July 17, held in Pingree Grove.
- Chief Rollins attended the Kane County ETSB meeting held in Batavia on July 17.
- Deputy Chief Alcaraz attended the Sugar Grove Corn Boil monthly meeting on July 17, held at the fire department.
- Chief Rollins participated in the Villages Executive Safety Committee meeting on July 18, held at the Villages Executive Office.
- The Police Department Building Remodel contractor walkthrough took place on July 18, with over 60 individuals visiting the police department to view all the spaces. This allowed them to be better prepared to bid on the construction project.
- Chief Rollins attended the pre-construction meeting for the Denny Road fire station project for the Sugar Grove Fire Department at EEI on July 22.
- Chief Rollins attended the weekly Department Head staff meeting on July 23 in the Village Executive Office conference room.
- The Police Department Command Staff meeting was held on July 23 with Chief Rollins, Deputy Chief Alcaraz, Sergeants Kurzawa, Liss, and Grutzius, along with Administrative Officer Hanold in attendance.
- Chief Rollins attended the weekly Department Head staff meeting on August 6, 2025, in the Village Executive Office conference room.
- The Police Department Construction project bid opening took place on July 7, 2025. Director of Public Works Merkel and Chief Rollins attended the event, with Cordogan Clark Architects overseeing the bid openings.
- Chief Rollins virtually met with our vendor, Axon, for a project that was in progress and being finalized to go live on July 7.
- July 28-31, The Sugar Grove Board of Police Commissioners conducted oral interviews for police officer candidates. Deputy Chief Alcaraz represented the police department for the 4 days of interviews.
- Chief Rollins took part in the Sugar Grove Chamber of Commerce Golf outing on August 11, 2025.
- Chief Rollins attended the weekly Department Head staff meeting on August 13 in the Village Executive Office conference room.
- Administrative Officer Hanold oversaw the Administrative Hearings on August 13, 2025. The hearings will now be held at the Sugar Grove Fire Protection District training room.
- On August 15, Chief Rollins attended the Sugar Grove Community Leaders Meeting at the Sugar Grove Library.

Directed Patrols and Crime Prevention Activity:

- Officers are engaged at Harter Middle School and John Shields Elementary as school started on August 13.
- Officers keep driving through all neighborhoods overnight, informing residents with open garage doors and reaching out to help them secure their garages.
- Officers have been issuing courtesy warning notices to vehicles blocking the

sidewalks. Repeating violators may face citations.




- Speed Radar Pole Signs:
Unit # 1 Deployed on Evergreen



Emergency Preparedness:

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

COMMUNITY ALERTS

Recent messages from:
Village of Sugar Grove

Advisory

Traffic Accident -Avoid the area. Southbound ramp from US30 to Rt. 47. Ramp Closed [More »](#)
"Entered: 4 days, 1 hour ago "

Advisory

Update- Roadway is now open for the Westbound lanes of Route 56 from I-88 (Exit 113). [More »](#)
"Entered: 1 month, 1 week ago "

Advisory


Lane Closure update -Rt. 56 accident near I-88 ramp has been resolved. All lanes are open. [More »](#)
"Entered: 2 months ago "

Advisory

Avoid Westbound Rt. 56 ramp from I-88. Lane Closure from accident . If you are in the area proceed with caution [More »](#)

Receive messages by email & text message

[Sign Up!](#)



- Emergency Warning Sirens' weekly silent test occurred on August 11 at 9:00 am.

All Sirens are functioning properly.



Mon, Aug 11, 2025 09:01 AM

SYSTEM 4000 CENTRAL CONTROL
I N T E R R O G A T I O N S U M M A R Y

SUGAR GROVE

Site	Command				Output	Input	Batt
AU18	08/11/25	08:10 AM	SILENT	GRL command.	PASS	PASS	PASS
SG01	08/11/25	08:10 AM	SILENT	GRL command.	PASS	PASS	PASS
SG02	08/11/25	08:10 AM	SILENT	GRL command.	PASS	PASS	PASS
SG03	08/11/25	08:10 AM	SILENT	GRL command.	PASS	PASS	PASS
SG04	08/11/25	08:10 AM	SILENT	GRL command.	PASS	PASS	PASS
SG05	08/11/25	08:10 AM	SILENT	GRL command.	PASS	PASS	PASS
SG06	08/11/25	08:10 AM	SILENT	GRL command.	PASS	PASS	PASS

Upcoming Activities:

- Food Truck Friday / Groovin' in the Grove
 - Thursday September 4, 2025 (Weather make-up date and note moved to a Thursday)



STAFF REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: BRAD MERKEL, PUBLIC WORKS DIRECTOR

DATE: AUGUST 9, 2025

The following information outlines the status of current projects, meetings, training, and other activities being handled by the department.

Meetings:

Attended the IRMA Executive Safety Meeting.
Attended the US 30 & Municipal Drive Pedestrian Bid Opening.
Attended the NWPA TAC Meeting.
Attended the Fire District Training facility Pre-Construction Meeting.
I attended a meeting regarding the ComEd Holiday Lights Grant.
Attended the IRMA Public Works Steering Committee Meeting.
Met with Chief Rollins to discuss/coordinate moving the Police Station.
Attended the Police Station Remodeling Bid Opening.
Attended the CPEP American Legion Meeting.
Attended the IDOT Pre-Construction Meeting for the Galena Blvd bridge painting project.

Public Works Projects:

The Black Berry Creek Bridge Project is complete; staff are working with the Park District to schedule a Ribbon Cutting.
US 30 & Municipal Drive Pedestrian Crossing, this project is being brought to the VB for approval at the August 19, 2025, meeting.
Annual Road Program is complete aside from landscaping and punch list.
Temp Police Station, Public Works, is currently relocating office furniture to the new location.

Public Works Daily Operations:

Public Works set-up and attended Food Truck Friday.
Completed Village wide ROW Mowing.
Assisted with Corn Boil and Parade.
Repaired broken parking lot light at Temp. Police Station.
Hauled in 15 loads of shoulder stone in preparation for shouldering.
Sprayed Village facilities for weeds.
Weekly mowing of Village facilities.
Staff trimmed various trees around town.
Staff are currently testing and repairing fire hydrants in preparation for painting.
Staff completed 273 Julie Locates since July 15, 2025.



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

Initiative		Time in Months	Estimated Cost	Actual Cost	FY25-26 Departmental Measurable Objective	Update	VB Discussion Target Date(s)
ADMINISTRATION DEPARTMENT							
1	Update Village Code	12			Work with new Village Attorney to update portions of the Village Code that haven't been reviewed in several years.	Updated sections for the Treasurer and Village Engineer. Work on this topic continues.	
2	New Village Board Member Packets	4			Create new member packets, coordinate meetings/tours with Department Heads, and coorinate/facilitate any required training (OMA, FOIA, ecta)	Met with new members and provided a tour the the Police Deapartment prior to the rennovations. The Village Clerk provided welcome packets.	
3	Update Website	12			Review and update the Village Website. Work with vendor to make the website more trasparent and easier for residents to use. Improve access to Village forms and documents.	The front page was updated for easier use and out of date pages were reviewed and updated to include current information.	
FINANCE DEPARTMENT							
1	Implement BS&A Online for Residents, Contractors & Vendors	8	N/A		Implementation of BS&A Online by end of Calendar Year 2025. This change will integrate BS&A with all Residents, Vendors and Contractors. Allowing for a full service portal for external users.	Met with BS&A to discuss receiving an estimated monthly cost proposal in moving to BS&A Online Payments system. The Village Attorney reviewed our contract with Invoice Cloud, our current provider, and we might only be able to get out of the contract after our term of 5 years.	
2	Complete Comprehensive Salary Survey	4	\$ -	\$ -	Every 3 years, a comprehensive Salary survey is conducted for every position within the Village. This is compared to the surrounding comparable and competitive communities to determine where the Village sits within the Market for each position	The Salary Survey data has been received. Review and analysis is underway on each position title and range.	
3	Clean Up of Software System	8	\$ -	\$ -	As we are now in our new system within the Cloud, Staff will begin to conduct a clean up of the system to remove/update out dated information that has been carried forward from the prior system before 2016, and the on-premise system since 2016 for BS&A.	This is ongoing and Staff is in process of cleaning up the system as items are discovered.	
COMMUNITY DEVELOPMENT DEPARTMENT							
1	Work with the Econmic Development Department to develop a Downtown Master Plan	12	\$ 10,000		Obtain a CMAP grant and retain a consultant to assist in drafting the Master Plan.	submitted CMAP Grant application.	
2	Update the Village's PUD Ordinance	6	\$ 5,000		VB approval (ordiance)		
3	Comprehensive sign regulations amendment: current regulations are not in-step with latest US Supreme Court Decisions		\$ -		VB approval (ordinance)		
4	Building Code comprehensive update	8	\$ 12,000		VB approval (ordinance)	Bringing to VB in September	
5	Convert CD records to a digital format				5,000 oversized plan sheets, 500 permit files and 100 resource materials during FY25-26	scanning in progress	



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

Initiative		Time in Months	Estimated Cost	Actual Cost	FY25-26 Departmental Measurable Objective	Update	VB Discussion Target Date(s)
ECONOMIC DEVELOPMENT DEPARTMENT							
1	Work with the Community Development Department to develop a Downtown Master Plan	12	\$ 10,000		Obtain a CMAP grant and retain a consultant to assist in drafting the Master Plan.		
2	Develop a Strategic Plan for the Sugar Grove Economic Development Corporation	12			Present the Strategic Plan to the Village Board.		
3	Develop a comprehensive new database of available sites	8			Lauch the database.		
POLICE DEPARTMENT							
1	Establish a temporary off-site location for the police department to operate out of during the construction stage of the PD remodel	8	unknown		Prepare the police department contents for re-location to another location and temporary set-up and/or storage of items during the remodel of the existing facility.	Staff worked with the potential sites and a lease agreement with the building ownership will be forthcoming at the July 1, 2025 Board Meeting Police with the assistance of Public Works began moving the contents of the PD over to the new temporary site beginning the 2nd week of August.	July 1, 2025 VB mtg- Lease Agreement Approved by the Board and copy presented to landlord. Move in is anticipated in late July into August 2025 to the new temporary site located at 92 Frontage Road. Police Department with the help of Public Works began to move to the new temporary site over the 2nd week of August.
2	PD Facility Enhancements	12	\$ 5,600,000		Take working concept plans to full architectural design and bidding of the expansion and remodel of the police department. Bid construction in the late spring for anticipated fall 2025 construction.	Bids were opened on August 7, 2025. The bid will be presented to the Board on August 19.	8/19/2025 The Board will be updated on the project costs based on the bid openeing from August 7. Nine categories were bid for this project with the lowest responsible bidder and other soft costs are approximately \$6.8million dollars.
3	Update the Village's Emergency Operation Plan	12	\$ 3,000		The Village Emergency Operation Plan will be re-written to current best practices and standards. Every Village Department will have input into the plan before being presented to the Village Board.		
PUBLIC WORKS DEPARTMENT							
1	Black Berry Creek Pedestrian Bridge ITEP Project	12	\$ 576,000		Construction/Completion	Landscaping complete, Ribbon Cutting being finalized.	
2	Wheeler Road STP Repaving Project	8	\$ 130,000		Construction	Bids opened August 1st, waiting for IDOT to award	August
3	Water System Valve Maintenance Project	36	\$ 100,000		Continue Location and Operation of Valves	Fall schedule	
4	Crosswalk at US 30 at Municipal Drive	12	\$ 150,525		IDOT Approval, Project Bid 2026	Bid award at August 19th VBM	Fall
5	Merrill Road STP Repaving Project	8	\$ 130,000		Construction	Bids opened August 1st, waiting for IDOT to award	August
6	IL Rt47 & Park Intersection Improvements	24	\$ 317,000		IDOT Approval, Project Bid 2026	Waiting for IDOT Review	Fall
7	West Wheeler Road Reconstruction/Paving	12	\$ 300,000		Construction	Project is complete.	
8	Annual Road Program & ADA Transition Plan	12	\$ 1,235,000		Constuction	Project is complete, except landscaping in September	
9	Maple Street Reconstruction Engineering	12	\$ 125,000		Design Engineering	Working with EEI too complete a proposal for VB approval	August/September

Updated
Complete