



ADMINISTRATION DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees
FROM: Scott Koeppel, Village Administrator
Tracey Conti, Village Clerk
DATE: July 1, 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 – Staff started planning the temporary relocation for the Police Department. The bid for the remodel is set to go out mid-July. All bids will be posted on the architect's platform, but the Village will supply a link on our website for interested bidders.

Village Code Updates – Staff along with the Village Attorney is researching updates for out-of-date Village Code.

Kaneland Litigation – Staff met with the Village Attorney to discuss the pending litigation.

Economic Development Transition – Staff is meeting with neighboring communities to discuss the potential for a shared services agreement.

MetroWest - Staff attended the annual MetroWest BBQ and got an update from state legislators.

Training – Staff attended a training on the future of mobility planning.

Lennar– The review of Lennar is complete.

BrightPath – Staff attended the BrightPath ribbon cutting.

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 Counciler because of FOIA and OMA review requests.

NIMCA – Staff attended a meeting of the Northwestern Illinois Municipal Clerks Association.



FINANCE DEPARTMENT STAFF REPORT

TO: Village President & Board of Trustees
FROM: Matt Anastasia, Finance Director
DATE: June 10, 2025

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

Tasks/Updates:

- **Salary Survey.** I have begun to compile the survey results for the salary survey. The deadline given to return is June 30, 2025. This will be presented to the Village Board in the future.
- **IRMA Revenue Base Worksheet 2026.** I have begun to work on the IRMA 2026 Revenue Worksheet used to determine the 2026 premium for the Village.
- **Sugar Grove Economic Development Corporation Finances.** With the departure of Michael Cassa, Becky Gwilt has taken on more duties with the SGEDC. I created a sustainable bank reconciliation process and revenue/expenditure report to be used to present to the Board.

Meetings:

- **IMTA Board of Directors.** I attended the monthly Board meeting for IMTA Board of Directors. Main topic discussion is the upcoming APT/IMTA Joint Annual Conference in Oak Brook. There are an expected over 200 Treasurers/Finance Professional from all over the country, including vendors and exhibitors.
- **Sugar Grove EDC.** Becky and I met to go over the finance pieces of the SGEDC, to better understand what is going on. I helped create documents and spreadsheets for Becky to use and present to the Board, as well as give advice on how things should be moving forward.
- **IMTA/APT Annual Conference Planning.** I attended one of the final APT/IMTA Joint Annual Conference planning meetings. Finalization of the conference is well underway and expecting a great event in Oak Brook!

Conferences/Trainings/Seminars:

Illinois Department of Revenue Local Government Workshop – Virtual – June 17, 2025

I attended the annual IDOR Local Government Workshop they hold annually. It covers all things IDOR, taxes and any upcoming changes.



Community Development Staff Report

TO: Village President and Board of Trustees
FROM: Danielle Marion, Community Development Director
DATE: June 25, 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.

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

Adjudication Process – met with fellow staff to discuss the adjudication process.

Sugar Grove Township PUD – met to discuss the application for the Civic Use PUD for the Sugar Grove Township.

Commercial Project – attended a pre-application meeting for a future commercial project.

EDC – attended the EDC board meeting.

Tasks/Updates:

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

Settlers Ridge Drainage – Final as-builts for the grading have been approved, area must now be seeded and final as-builts for each individual lot need to be approved.

Starbucks – work is well underway.

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.

Building:

Completed multiple plan reviews and building inspections.

Issued multiple permits.

Property Maintenance/Code Enforcement:

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.

Began enforcement for the parking lot between Jimmy Johns and Old Second Bank.

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: June 27, 2025

Notable Police Events

- On June 25, a rollover accident happened at Park and Sugar Grove Parkway involving a Kaneland 15-passenger school bus and a Subaru. No students were on the bus at the time of the crash. All involved parties were taken to a local hospital with injuries not considered life-threatening.
- Sugar Grove police partnered with the Sugar Grove Fire Protection District and the Kane County Sheriff's office hosted a weeklong youth Guardians Summer Camp here in Sugar Grove, June 23-27.



Conferences / Training / Seminars

- Police Law Institute's monthly computerized training for June covered the Abused and Neglected Child Reporting Act, Mandated Reporters, and the Reporting Process.
- Department-wide Monthly Defensive Tactics Training for June covered Defensive Counterstrikes.
- Detective Thoele attended the School Resource Officer annual state conference hosted in Bloomington, IL, from June 17-20.

Administrative

- Chief Rollins virtually attended the village's attorney meeting on June 16, along with all department heads and the village administrator.
- Chief Rollins attended a pre-planned Halloween event meeting hosted on June 17, with various community organizations and members present, held at the Community House.
- Chief Rollins virtually attended the Village's attorney meeting on June 2, along with all Department Heads and the Village Administrator.
- Chief Rollins attended the weekly Department Head staff meeting on June 18 in the Village Executive Office conference room.
- Village Administrator Koeppel and Chief Rollins met with our IT consultant/contractor to prepare for the PD's move to a temporary site and to discuss the necessary steps before, during, and after the transition to the new location regarding our IT infrastructure.
- Chief Rollins attended the weekly Department Head staff meeting on June 25, held in the Village Executive Office conference room.
- Deputy Chief Alcaraz attended the Corn Boil Meeting on June 26.
- Chief Rollins and Deputy Chief Alcaraz attended the graduation ceremony for the Guardians Summer Camp on June 27.

Directed Patrols and Crime Prevention Activity

- Officers continue to drive through all neighborhoods overnight, alerting residents with open overhead garage doors and contacting them to secure their garages.
- 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 Evergreen



Emergency Preparedness:

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

COMMUNITY ALERTS



Recent messages from:
Village of Sugar Grove

Advisory

Update- Roadway is now open for the Westbound lanes of Route 56 from I-88 (Exit 113). [More »](#)
"Entered: 1 week, 2 days ago"

Advisory

Lane Closure update -Rt. 56 accident near I-88 ramp has been resolved. All lanes are open. [More »](#)
"Entered: 1 month, 1 week ago"

Advisory


Avoid Westbound Rt. 56 ramp from I-88. Lane Closure from accident . If you are in the area proceed with caution [More »](#)
"Entered: 1 month, 1 week ago"

Alert

Tornado Warning for Sugar Grove [More »](#)

Receive messages by email & text message

Sign Up!

 **nixle**

- Emergency Warning Sirens' monthly audible test occurred on June 23 at 10 am.

Upcoming Activities:

- Groovin' in the groove
 - July 11, 2025
 - August 8, 2025
- 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: June 25, 2025

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

Meetings:

On June 17, 2025, Pw staff attended the Trunk or Treat Meeting at the community house

On June 18, 2025, Pw staff attended the safety meeting.

On June 24, 2025, I attended the NWPA TAC Meeting.

On June 27, 2025, I meet with the Chief Rollins and PW Staff to discuss the Rail Road's plan for closing the crossings at Dugan Road and Main Street to replace the crossing pre-cast panels. The closures are tentatively scheduled for the week of July 8. Advanced signage has been put and posted on social media.

On June 27, 2025, I meet with Chief Rollins to discuss the traffic control plan for the 4th of July bike parade, Public Works will assist with blocking cross streets on the parade route.

Public Works Projects:

West Wheeler Road Resurfacing Project:

This project is complete.

The Black Berry Creek Pedestrian Bridge:

The path to the bridge was paved on June 24, 2025. We are waiting on landscaping and the concrete ADA ramps/cross walk to be complete.



Public Works Field Operations:

Staff delivered monthly notices to delinquent utility accounts.

Staff installed 5 new 25 Mph signs on Heartland Drive.

Staff are relocating b-boxes that are located within the sidewalk on Yolane, Calkins and Neil as part of the Annual Road Program.

Staff completed a total of 145 JULIE tickets.

Staff completed Village wide pothole patching.

Staff collected monthly water samples as required by the IEPA.

Staff completed the second round of ROW mowing.