



ADMINISTRATION DEPARTMENT STAFF REPORT

TO: Village President and Board of Trustees
FROM: Scott Koeppel, Village Administrator
Tracey Conti, Village Clerk
DATE: July 15, 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 is working with various consultants to prepare the temporary space for the Police Department.

Village Code Updates – Staff along with the Village Attorney is researching updates for out-of-date Village Code.

Kaneland Litigation – Staff continues to collaborate with the Village Attorney since the being served.

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

Setters Ridge– Staff attended a preliminary meeting with Ryan Homes and Braun Holdings.

Newsletter – Staff is finalizing a 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 Counciler because of FOIA and OMA review requests.



FINANCE DEPARTMENT STAFF REPORT

TO: Village President & Board of Trustees
FROM: Matt Anastasia, Finance Director
DATE: July 9, 2025

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

Tasks/Updates:

- **2026 IRMA Revenue Base Worksheet.** I have completed and returned the IRMA Revenue Base worksheet for use in calculating the Village's 2026 premiums.
- **DCEO Grant #23-203561 Reporting.** I have completed the quarterly reporting for the DCEO Grant for US-30 & Municipal Dr. Crosswalk. This project has finally been approved by IDOT and will be let and bid in July.
- **2025 Salary Survey.** The deadline for the salary survey was June 30th. I received most survey results back, however, there were about 7 communities I was waiting on still. I have extended the deadline and sent reminder emails. The results will start to be analyzed towards the end of July.

Meetings:

Conferences/Trainings/Seminars:

Government Finance Officers Association Annual Conference – Washington DC – June 28, 2025 – July 2, 2025

I attended the annual Government Finance Officers Association Annual Conference held in Washington DC this year. The focus topics of the conference were again AI, future of investments and budgeting and Compensation/Benefits with employee retention. How to retain employees with not only pay but additional fringe benefits, what is working best and where do employees see the most value.

Accounts Receivable through June 30, 2025:

	<u>As of June 30, 2025</u>	<u>As of June 30, 2024</u>
Account Billings:		
<i>Garbage Accounts</i>	3,362	3,362
<i>Water Accounts</i>	4,369	4,367
<i>Sewer Accounts</i>	4,095	4,090
<i>Road Maintenance</i>	3,548	3,541
<i>AutoPay Customers</i>	2,219	1,937
Delinquent Accounts:		
<i>1st Step - Late Bills</i>	475	605
<i>2nd Step - Delinquent Notice Sent</i>	50	58
<i>3rd Step - Tag Notice</i>	11	22
<i>4th Step- Water Shut-Off</i>	0	2
<i>Past Due Notices</i>	232	301
Active Payment Plans:	3	1
Outstanding Accounts Receivable:		
<i>After Hours Turn on Fee</i>	\$-	\$-
<i>Construction Charge</i>	135.00	-
<i>Copper & Lead Sampling</i>	-	-
<i>Discount</i>	(11.00)	-
<i>Garbage</i>	8,373.89	6,617.68
<i>Hydrant Fees</i>	307.28	1,552.50
<i>Lien Fees</i>	-	-
<i>NSF Fee</i>	105.00	-
<i>Road Maintenance Fee</i>	2,583.73	1,968.65
<i>Sewer Maintenance</i>	6,955.40	5,299.66
<i>Sewer Usage</i>	10,206.09	8,161.56
<i>Shut-Off Fee</i>	105.00	35.00
<i>Tag Fee</i>	230.00	105.00
<i>Water Maintenance</i>	8,384.97	6,240.74
<i>Water Usage</i>	(9,048.12)	(7,996.44)
<u>Total Accounts Receivable</u>	<u>\$28,327.24</u>	<u>\$21,984.35</u>



Community Development Staff Report

TO: Village President and Board of Trustees
FROM: Danielle Marion, Community Development Director
DATE: July 10, 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.

Black Walnut Park – attend the Preconstruction meeting for Black Walnut Park.

Settlers Ridge Master Plan – attended the Settlers Ridge master plan discussion.

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

Redwood – had a follow up meeting to discuss next steps.

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. 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:

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: July 11, 2025

Notable Police Events

- On July 3, 2025, the Sugar Grove Police Department took part in the Bike Rodeo hosted at the library and the Bike Parade held on Bastain Drive. Public Works provided reinforced traffic control measures to ensure a safe parade on the outer perimeter, while the police department managed the inner perimeter.
- On July 3, 2025, the Sugar Grove Police Department responded to the 1000 block of Forest Trail for a gunshot victim who became a death investigation.
- Officers responded to fireworks complaints in several neighborhoods during the 4th of July celebration. Illegal larger-scale displays were more prevalent on July 4th and 5th this year.
- On July 6, 2025, the Sugar Grove Police Department investigated a fatal motorcycle accident on the ramp from US 30 onto southbound Route 47. Kane County Accident Reconstruction Team (KCART) and Kane County Major Crimes Task Force assisted SGPD with the investigation.
- On July 10, 2025, at the intersection of Sugar Grove Parkway and Galena Blvd, around 6 am, a high-voltage Com Ed power line snapped, causing a live wire to arc and creating a dangerous situation as it bounced across the roadway. Additionally, the arcing wire shorted the central traffic control panel for the intersection. The traffic lights were out for approximately 8½ hours, requiring manual traffic control measures. This involved deploying traffic cones, squad cars, and portable stop signs to ensure safe passage through the busy intersection during lane reduction. Kane County Office of Emergency Management personnel assisted the Sugar Grove Police Department during the incident. Public Works provided additional temporary stop signs for our use to control the traffic better. Additionally, ComEd and Meade Electric played a crucial role in making the intersection safe and facilitating its reopening.



(Live high voltage arcing wires freely moving/bouncing across Galena Blvd at Sugar Grove Parkway.)

Conferences / Training / Seminars

- The Police Law Institute's monthly computer-based training for July covers Vehicles and Motor Vehicles, Off-Highway Motorcycles and All-Terrain Vehicles, Recreational Off-Highway Vehicles, and Golf Carts.
- Department-wide Monthly Defensive Tactics Training for July covers Impact Weapons and Collapsible Batons.
- Some agency members received training on our new Livescan equipment that was installed on July 7. The remaining members will receive training over the next few weeks.

Administrative

- Chief Rollins attended the weekly Department Head staff meeting on July 2 in the Village Executive Office conference room.
- Chief Rollins participated in a vendor virtual meeting regarding streamlining technology services on July 7, which is being implemented across the department.
- On July 8th, Deputy Chief Alcaraz represented the police department at the Tri-Com Joint Fire and Police Operations meeting held at the North Aurora Fire Station this month.
- Chief Rollins attended the Tri-Com Executive Board meeting on July 9th at Tri-Com.
- Chief Rollins attended the weekly Department Head staff meeting on July 9 in the Village Executive Office conference room.
- Sgt. Kurzawa, Sgt. Grutzius, Administrative Officer Hanold, Deputy Chief Alcaraz, and Chief Rollins participated in a virtual training on July 9th regarding the implementation and use of detecting DUI drugs with the new technology provided through DUI Technology Grant Funds, including the purchase of the SoToxa equipment developed by Abbott Labs. All of us were onboarded with the use of the new equipment and will complete the required manufacturer training. Other officers in the department will receive the same training over the next month.
- Deputy Chief Alcaraz attended the Corn Boil meeting held on July 10th, 2025.

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:

- One message was sent out since the last report given, regarding the fatal motorcycle accident.

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 tamp 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 July 7 at 8:10 am. All Sirens are functioning properly.

Mon, Jul 07, 2025 09:01 AM

SYSTEM 4000 CENTRAL CONTROL INTERROGATION SUMMARY

SUGAR GROVE

Site	Command			Output	Input	Batt
AU18	07/07/25	08:10 AM	SILENT GRL command.	PASS	PASS	PASS
SG01	07/07/25	08:10 AM	SILENT GRL command.	PASS	PASS	PASS
SG02	07/07/25	08:10 AM	SILENT GRL command.	PASS	PASS	PASS
SG03	07/07/25	08:10 AM	SILENT GRL command.	PASS	PASS	PASS
SG04	07/07/25	08:10 AM	SILENT GRL command.	PASS	PASS	PASS
SG05	07/07/25	08:10 AM	SILENT GRL command.	PASS	PASS	PASS
SG06	07/07/25	08:10 AM	SILENT GRL command.	PASS	PASS	PASS

Upcoming Activities:

- Food Truck Friday / 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: July 9, 2025

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

Meetings:

On July 2, 2025, I attended the Settler's Ridge Concept Plan Meeting.

On July 9, 2025, I attended the Notice of Status Hearing regarding the IL 47 widening project. The Railroad and IDOT are working to finalize plans for the project, the next Hearing is scheduled for September 8, 2025.

Public Works Projects:

The Black Berry Creek Pedestrian Bridge:

The concrete ADA ramps have been poured. We are waiting for landscaping and the crosswalk to be complete.

**Public Works Field Operations:**

Staff assisted with the July 3rd bike parade.

Staff assisted with Food Truck Friday.

Staff delivered monthly notices to delinquent utility accounts.

Staff repaired 2 watermain breaks, one on Joy Street and one on Main Street.

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

Staff repaired a storm sewer structure on Snow Street.

Staff completed a total of 113 JULIE tickets.

Staff completed Village wide pothole patching.

Staff collected monthly water samples as required by the IEPA.

Staff completed 12 dead parkway trees and trimmed several for sign visibility.



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

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 information has been sent out to the suveying communities (22 total). The deadline for submission to the Village is July 1st.	
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)	Building inspector completing final reviews	
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 - JULY

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	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.
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.	Staff is actively working with the Architects, refining the plans and answering questions getting a final product ready to be bid next month.	19-Aug-25
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	The path paving is complete, waiting on landscaping	
2	Wheeler Road STP Repaving Project	8	\$ 130,000		Construction	August letting with IDOT	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	Project is out for bid, bids open on July 18, 2025.	Fall
5	Merrill Road STP Repaving Project	8	\$ 130,000		Construction	August letting with IDOT	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	ADA Transition Plan Presented to the VB 7/1/2025. Road Program IP	
9	Maple Street Reconstruction Engineering	12	\$ 125,000		Design Engineering	Working with EEI too complete a proposal for VB approval	August/September

Updated
Complete