



## ADMINISTRATION DEPARTMENT STAFF REPORT

**TO:** Village President and Board of Trustees

**FROM:** Scott Koeppel, Village Administrator

Tracey Conti, Village Clerk

**DATE:** June 3, 2025

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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 on a temporary location for the Police Department during the remodel.

**CPR Training** – Staff attended CPR training at the Sugar Grove Fire Department.

**Economic Development Transition** – Outgoing Director Cassa transitioned ongoing work to Administration and Community Development.

**Future of Economic Development** – Staff is researching options for the Economic Development Department.

**Landowners** – Staff and President Stillwell met with landowners interested in potential annexation.

**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.



## FINANCE DEPARTMENT STAFF REPORT

**TO:** Village President & Board of Trustees  
**FROM:** Matt Anastasia, Finance Director  
**DATE:** May 27, 2025

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

### Tasks/Updates:

- **FY2024-2025 Audit Preliminary Fieldwork.** Preliminary fieldwork has started for the FY24-25 Audit. Lauterbach & Amen will be on-site on June 14<sup>th</sup> to conclude Preliminary Fieldwork. Final Fieldwork is scheduled to be completed in the week of July 14<sup>th</sup>.
- **FY2024-2025 OPEB Actuary.** This year the Village will need a full Actuary Study for the Other Post Employment Benefits (OPEB). Full study is completed every other year. The data request is under way to complete this.

### Meetings:

- **CPR/First Aid Training.** I attended the CPR/First Aid training held by the Sugar Grove Fire District for Village employees.
- **IPRIME Board Retreat/Meeting.** I attended the first Board retreat for the Illinois Public Reserves Investment Management Trust, where I am on the Board of Trustees. This was held in Chicago and our quarterly Board meeting was also held during this time.
- **IMTA Institute Planning.** I chaired the Illinois Municipal Treasurer Association (IMTA) Institute planning meeting, where I am the Education Chair. I am also on the Board of Trustees for IMTA. The institute is held in November annually and is an educational institute for Treasurers all over the State of Illinois to receive basic and advanced training.

**Conferences/Trainings/Seminars:** None



## Community Development Staff Report

TO: Village President and Board of Trustees  
FROM: Danielle Marion, Community Development Director  
DATE: May 28, 2025

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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.

**Land Owner** – met with fellow staff and a land owner to discuss developing their property.

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

**Ryan Homes**- met onsite to discuss the grading and what they need to complete.

### **Tasks/Updates:**

**Settlers Ridge Drainage** – latest work was inspected and still not correct. Working with EEL and Ryan Homes to get this finished ASAP.

**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.

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:** May 29, 2025

### **Notable Police Events**

### **Conferences / Training / Seminars**

- Police Law Institute's monthly computerized training for May covered Crisis Intervention and De-Escalation.
- Department-wide Monthly Defensive Tactics Training for May covered Pressure Points.

### **Administrative**

- Chief Rollins attended the weekly department head meeting on Wednesday, May 21, held in the Village Executive Office conference room.
- The Board of Police Commissioners held their monthly meeting on Wednesday, May 21, with Chief Rollins representing the department. The meeting also included oral interviews for the sergeant candidates' promotional list process.
- On May 22, Chief Rollins, Deputy Chief Alcaraz, and members from Cordogan Clark met with officials from the Illinois Department of Corrections, Municipal Jail and Lock-up division to review the remodel plans of the police department.
- Chief Rollins attended the weekly department head meeting on Wednesday, May 28, in the Village Executive Office conference room.
- The Police Department Command Staff monthly meeting took place on May 28 in the police department conference room.
- Members of the Police Department command team, PW Director Merkel, and Village Administrator Koeppel toured one of the potential temporary relocation sites on May 28.

## **Directed Patrols and Crime Prevention Activity**

- Officers continue to drive through all neighborhoods during the overnight hours, alerting residents who have open overhead garage doors. They are contacting residents 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 Fays Lane near Dugan Park West, a Sugar Grove Park District Park.





Unit # 2 Deployed on the 300 block of Hampstead

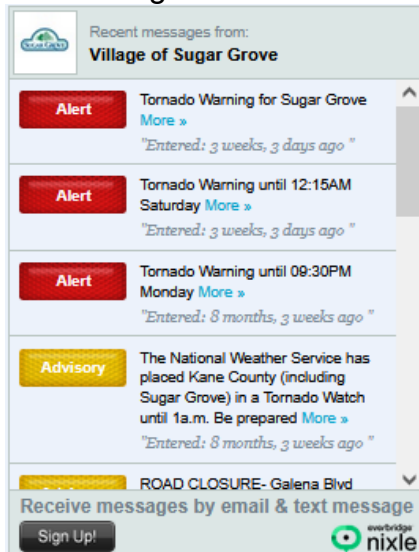


Speed Trailer with Message Board deployed to Wheatfield Ave to address speeding auto complaints on Wheatfield.



## **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 May 26, the last weekly test.

## **Upcoming Activities:**

- 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 29, 2025

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

### **Meetings:**

On May 22, 2025, I attended an IDOT webinar on grant opportunities, I will be applying for Maple Street improvements.

On May 27, 2025, I attended the NWPA Meeting.

On May 29, 2025, I attended the West Wheeler Road Project Pre-Construction Meeting. The project is scheduled to start on June 2, 2025, and should be completed by June 6, 2025, pending weather.

On May 29, 2025, I attended the Annual Road Program Pre-Construction Meeting. The project is scheduled to begin June 16, 2025, with an estimated construction time of 30 days.

### **Public Works Training:**

On May 19, 2025, I attended CPR and First Aid Training.

### **Public Works Projects:**

#### **The Black Berry Creek Pedestrian Bridge:**

The bridge is scheduled for delivery June 3, 2025. The remainder of the project will be completed by the end of July.

**Public Works Field Operations:**

Staff installed the 5 new signs within the Village.

Staff Jetted 1200 feet of sanitary sewer in Walnut Woods.

Staff repaired 3 broken fire hydrants.

Staff completed sanitary sewer manhole inspections in Walnut Woods and Meadowridge Villas.

Staff performed PM on the Vactor.

Staff completed a total of 217 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 10 parkway trees.