



BOARD REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: SCOTT KOEPPPEL, VILLAGE ADMINISTRATOR
Choose an item.

SUBJECT: 2026 MOU WITH THE CHAMBER OF COMMERCE FOR 2026 GROOVIN IN THE GROVE

AGENDA: 11/4/2025

DATE: 1/23/2025

ISSUE

Shall the Village of Sugar Grove enter into a Memorandum of Understanding (MOU) with the Chamber of Commerce for the 2026 Groovin' in the Grove events?

DISCUSSION

Groovin' in the Grove and Food Truck Fridays have become cornerstone events in the Village of Sugar Grove. In 2025, the Chamber of Commerce became the lead agency for the events. The attached MOU outlines each party's responsibilities for the events. The attached MOU reflects the events scheduled for 2026.

COST

The Village is making a \$2,000 financial contribution and providing Police and Public Works support to the events.

ATTACHMENTS

2026 Groovin' MOU

Resolution Authorizing the Village President to sign the MOU

RECOMMENDATION

Staff recommends approving the MOU.



**VILLAGE OF SUGAR GROVE
KANE COUNTY, ILLINOIS**

RESOLUTION NO.: 11022025AD1

**A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING BETWEEN
THE SUGAR GROVE CHAMBER OF COMMERCE & INDUSTRY AND THE VILLAGE OF
SUGAR GROVE**

WHEREAS, the Village of Sugar Grove is a founding partner of the Goovin' in the Grove and Food Truck Friday events; and

WHEREAS, the Chamber of Commerce is now the lead agency for Groovin' in the Grove; and

WHEREAS, the best course of action is to enter into a Memorandum of Understanding (MOU) that outlines the responsibilities of each party.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, as follows:

The Village President is authorized to sign the attached the Memorandum of Understanding between the Sugar Grove Chamber of Commerce & Industry and the Village of Sugar Grove.

PASSED AND APPROVED by the President and the Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, on this 4, day of **November 2025**.

Sue Stillwell, Village President

Tracey R. Conti, Village Clerk

BOARD VOTE:

	Aye	Nay	Absent	Abstain	Recuse
Trustee Heidi Lendi	_____	_____	_____	_____	_____
Trustee Matthew Bonnie	_____	_____	_____	_____	_____
Trustee Sean Michels	_____	_____	_____	_____	_____
Trustee Anthony Speciale	_____	_____	_____	_____	_____
Trustee Nora London	_____	_____	_____	_____	_____
Trustee Michael Roskopf	_____	_____	_____	_____	_____

MEMORANDUM OF UNDERSTANDING BETWEEN

Sugar Grove Chamber of Commerce & Industry
AND
Village of Sugar Grove

This Memorandum of Understanding (MOU) is made and entered into on October 30, 2025, by and between Sugar Grove Chamber of Commerce & Industry, hereinafter referred to as "the Chamber," and Village of Sugar Grove, hereinafter referred to as "Village" collectively referred to as "the Parties."

1. Purpose

The purpose of this MOU is to establish the terms and conditions under which the Chamber and the Village will collaborate to host Groovin' in the Grove on Friday June 12, 2026, Friday July 17, 2026, and Friday August 14, 2026, at Sugar Grove Public Library. The event aims to provide a three-part concert series and food truck event for the community.

2. Responsibilities of the Chamber

The Chamber agrees to:

- Serve as the primary organizer and point of contact for the event.
- Provide a committee, named Sugar Grove Chamber Arts and Entertainment Committee where the Village will hold a committee member vote.
- Facilitate communication between all involved parties.
- Promote the event through its network and marketing channels.
- Secure permits and insurance as needed.
- Supply volunteers or staff as needed for event execution.

3. Responsibilities of the Village

The Village agree to:

- Provide a committee member to oversee the events committee
- Provide \$2,000 in financial support.
- Promote the event through its network and outreach efforts.
- Supply police support for traffic monitoring and assistance to aid in the safe and orderly flow of vehicles and pedestrians around the event area.
- On-site police support to assist in maintaining public safety and provide rapid response in case of emergencies.
- Provide limited Public Works support with setup and logistical needs such as trash receptables and general maintenance in the "food truck" area as was done during last year's food truck event.
- Transfer funds currently held by the Village for Groovin' in the Grove to the Chamber.

4. Venue and Equipment

- The food truck portion of the event will be placed on a portion of Municipal Drive, between the Sugar Grove Library's entrance and Snow Street. This portion of the right hand side(looking toward Snow Street) will be closed to traffic. The left side(looking towards Snow Street) will be open and traffic will be able to travel north towards Hwy 30.
- Both parties will collaborate to ensure appropriate signage and branding at the venue.

5. Financial Considerations

- The Chamber will ensure financial accountability and budgeting for the event.

- The Chamber will obtain special events insurance to be paid out of the total contributions from the five entity partners, including Village of Sugar Grove, Sugar Grove Public Library, Sugar Grove Township, Sugar Grove Park District, and Sugar Grove Chamber of Commerce and Industry.
- The Chamber shall sign all contracts and pay all expenses related to this event out of the Sugar Grove Chamber Arts and Entertainment Committee GL.

6. Liability and Insurance

- Each party agrees to indemnify and hold harmless the other from any claims, damages, or liabilities arising from their willful and wanton conduct in connection with participation in the event. Nothing in this Section waives any immunity granted to the Village by the Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/1-101. *et seq.*) or any similar law, rule or regulation.
- The Chamber shall obtain special events insurance and share in the cost with the other four entities, including Village of Sugar Grove, Sugar Grove Public Library, Sugar Grove Township, Sugar Grove Park District.
- The Chamber will name the Village of Sugar Grove as an additional insured.

7. Term and Termination

- This MOU shall be effective from the date of signing and remain in effect until the conclusion of the event unless terminated earlier by mutual agreement.
- Either party may terminate this agreement with written notice of at least 30 days.

8. Miscellaneous

- This Memorandum of Understanding constitutes a legally binding agreement between the parties. By signing below, each party agrees to abide by the terms and conditions set forth herein, and acknowledges that this document is intended to create enforceable legal obligations.
- Any modifications to this MOU must be made in writing and agreed upon by both parties.

9. Signatures

By signing below, the parties acknowledge their understanding and acceptance of the terms outlined in this MOU.

For Sugar Grove Chamber & Commerce

Name: _____

Title: _____

Date: _____

For Village of Sugar Grove

Name: _____

Title: _____

Date: _____