



# STAFF REPORT

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**TO:** VILLAGE PRESIDENT & BOARD OF TRUSTEES

**FROM:** MATT ANASTASIA, FINANCE DIRECTOR

**DATE:** OCTOBER 2, 2025

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

## Tasks/Updates:

- **FY2024-2025 Annual Treasurer Report.** The FY2024-2025 Annual Treasurer report has been published in the newspaper and filed with Kane County as required annually.
- **FY2024-2025 GATA Grantee Upload.** The FY24-25 GATA upload has been completed after the audit approval at the last meeting.
- **DCEO Grant #23-203561 Quarterly Reporting.** This reporting has been completed for the most current period. The next reporting deadline is January 31, 2025.
- **Exit Interview Items.** As I approach my final day with the Village, I have been compiling a list of items for the next Sugar Grove Finance Director and Scott with deadlines to make the transition as seamless as possible.

## Meetings:

- **Patrol Union Negotiations.** Chief Rollins, VA Koeppel and I met with the Patrol Union for the first meeting of contract negotiations. This is currently under review and is expected to be discussed with the Board during executive session at the October 21<sup>st</sup> Board meeting.
- **Finance Overview Meeting.** I met with Scott to go over some of the basic items I do daily in the Finance Department, and to iron out all the different approvals and changes in those approvals moving forward.
- **Treasurer Luncheon & Discussion.** I hosted my final Treasurer Luncheon here in Sugar Grove and Burnt Barrel. There were 12 other Treasurers in attendance.
- **Finance Director Interviews.** Administrator Koeppel and I have been conducting interviews with qualified candidates as resumes are received. The posting for the position closed on September 30<sup>th</sup>.
- **Patrol Union Internal Discussion.** Pat, Scott and I met internally to discuss the Union requests and develop a plan to bring to the Board.
- **IMTA Board Meeting.** I attended my final Board meeting as a Board of Director for IMTA.
- **Gallagher Benefits – Mid-Market Update.** Brett and I met with Casey and his team from Gallagher to discuss the change for the Village in the upcoming renewal. Due to

the size of the Village, we have moved from the small market to mid-market for insurance offerings. This allows a little more customizability from the Village perspective to keep costs in hand. In the small market, we only have the ability to choose the offered metallic plans, where mid-market allows customizable plans.

- **IMTA Institute Planning.** I attended my final IMTA Institute Planning meeting, where they appointed a new Education Chair as my replacement. If I am still around in Illinois during the Institute, they have requested that I attend and present as scheduled, since I was on the agenda to present already.

**Conferences/Trainings/Seminars:** None

Thank you to the Staff, Board and residents for everything during my time in Sugar Grove!  
Best of luck in the future!



# STAFF REPORT

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**TO:** VILLAGE PRESIDENT & BOARD OF TRUSTEES

**FROM:** DANIELLE MARION, COMMUNITY DEVELOPMENT DIRECTOR

**DATE:** OCTOBER 7, 2025

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

**Meetings:**

**EEI-** I attended the weekly engineering meetings with Staff and EEI.

**Business expansion** – I met with an existing business regarding expanding their rear storage area.

**Park and Division** – I met with fellow staff with the broker for property at Park and Division.

**I-88 Planning Study** – I attended a meeting with Illinois Tollway to discuss a planning study they are working on for I-88.

**CMAQ** – I met with CMAQ to discuss a Kane County housing readiness project.

**Potential Business** – met with fellow staff and a potential business looking to locate within the Village.

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

**Settlers Ridge 5 & 6** – met with developer to discuss some outstanding construction items and to get an update on the project.

**Weekly Development meeting** – attended the weekly development meeting with fellow staff.

**Tasks/Updates:**

**Lennar** – mass earthwork permit has been issued.

**Starbucks** – opened August 29, 2025.

**Settlers Ridge Areas 5 & 6** – Work has started. Model home permits issued.

**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.

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



# STAFF REPORT

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**TO:** VILLAGE PRESIDENT & BOARD OF TRUSTEES

**FROM:** PAT ROLLINS, CHIEF OF POLICE

**DATE:** OCTOBER 2, 2025

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

**Notable Police Events:**

- None to report since the last staff report.

**Conferences / Training / Seminars:**

- The Police Law Institute's October monthly computer-based training covers Vehicle Searches and Inventories, Personal Seizures, and Consent to Search.
- Department-wide monthly defensive tactics training for October includes Tactical Handcuffing.
- Officer Koller attended an 8-hour DUI Detection and Standardized Field Sobriety Testing refresher class on September 19 in South Elgin.
- Officer Zach Turnbow began the field training program on September 1, 2025. He is currently partnered with FTO Bruno on the afternoon shift. The program lasts about three months before transitioning to the solo patrol phase of training.

**Administrative:**

- Chief Rollins attended the Kane County Emergency Management Coordinators meeting on September 16 at the Kane County Government Complex in St. Charles.
- Chief Rollins attended the weekly Department Head staff meeting virtually on September 16.
- Chief Rollins, Finance Director Anastasia, and Village Administrator Koeppel met with the patrol union labor team and the union representative to kick off labor negotiations on September 17. The patrol contract expires in 2026.
- Chief Rollins attended the Chamber of Commerce luncheon on September 18. Chief Rollins was one of the panelists at the event.
- Sugar Grove Police Department helped with the annual lockdown drill at John Shields Elementary on September 22.

- Chief Rollins met with members of the Cordogan Clark Architect team on Monday, September 22, at our PD job site.
- Chief Rollins took part in the weekly Department Head staff meeting on September 24.
- Chief Rollins attended a meeting on September 24 as a follow-up to the ongoing union negotiations.
- Chief Rollins, PW Director Merkel, and Village Administrator Koeppel participated in the bi-weekly meeting with Cordogan Clark on September 25.
- Administrative Officer Hanold and Chief Rollins attended the Kane County Chiefs of Police monthly meeting on September 25, held at Elgin Community College.
- On September 26, Chief Rollins met with Administrator Koeppel during our biweekly meeting.
- On September 29, Chief Rollins attended the Groovin' the Grove year-in-review and planning for next year's events hosted at the library.
- Chief Rollins attended the weekly Department Head staff meeting on September 30.
- Chief Rollins participated in the Tri-Com Structural Documents Committee on October 3<sup>rd</sup> in Geneva.

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

- 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 giving courtesy warning notices to vehicles blocking the sidewalks. Repeat offenders may receive 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 September 29 at 10:00 a.m. All Sirens are functioning correctly.

Mon, Sep 29, 2025 09:01 AM

### SYSTEM 4000 CENTRAL CONTROL INTERROGATION SUMMARY

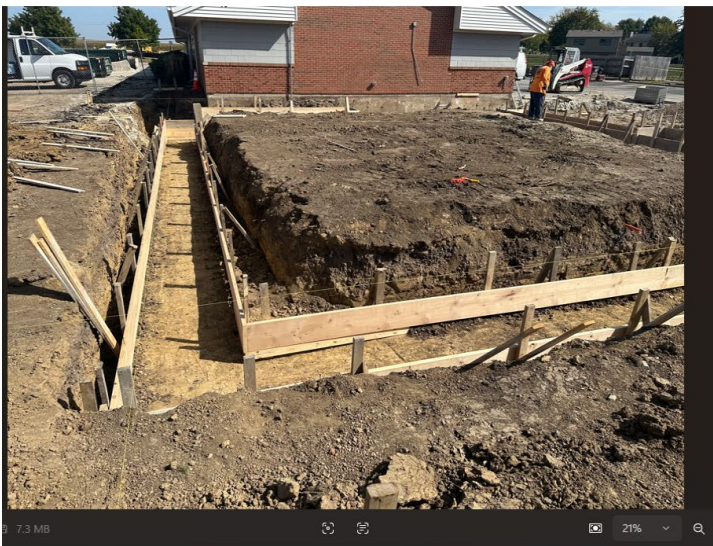
#### SUGAR GROVE

Site	Command			Output	Input	Batt
AU18	09/29/25	08:10 AM	SILENT GRL command.	PASS	PASS	PASS
SG01	09/29/25	08:10 AM	SILENT GRL command.	PASS	PASS	PASS
SG02	09/29/25	08:10 AM	SILENT GRL command.	PASS	PASS	PASS
SG03	09/29/25	08:10 AM	SILENT GRL command.	PASS	PASS	PASS
SG04	09/29/25	08:10 AM	SILENT GRL command.	PASS	PASS	PASS
SG05	09/29/25	08:10 AM	SILENT GRL command.	PASS	PASS	PASS
SG06	09/29/25	08:10 AM	SILENT GRL command.	PASS	PASS	PASS

### Police Building Construction Development:

- Groundbreaking ceremony took place on September 2 for the Police Department expansion and remodel project.

- Interior demolition that began on September 2 is nearly finished. Some saw-cutting for new plumbing locations is still underway.
- The three prisoner cells and corridors, along with the interview room, were dismantled brick by brick. The police operations area and administrative side are now completely open. Essentially, the interior of the structure consists mostly of just the studs.



- Chief Rollins met with more staff from Cordogan Clark Architects on September 22 for new introductions and updates on the project status.
- On September 25, 2025, the Village Construction Team attended the bi-weekly owner and architectural meeting to discuss the project and plans for the



upcoming weeks.

- On-site meetings are happening daily.

**Change Orders: -**

- None to report for this period.
- Beginning Balance in the Budgeted Construction Contingency Fund remains at \$325,000

**Upcoming Activities:**

No Tricks, Just Treats – October 25, 2025, at the Community House



# STAFF REPORT

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**TO:** VILLAGE PRESIDENT & BOARD OF TRUSTEES

**FROM:** BRAD MERKEL, PUBLIC WORKS DIRECTOR

**DATE:** SEPTEMBER 26, 2025

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

**Meetings:**

Attended the I-88 Tollway West Planning Meeting.  
Attended the NWPA Tac Meeting.  
Attended Settler's Ridge Master Planning Meeting.  
Attended the PD Construction Meeting.

**Public Works Projects:**

US 30 & Municipal Drive Pedestrian Crossing. The Project has been awarded, and the Pre-Construction Meeting was held September 12, 2025. I do not have a start date currently.  
Annual Road Program is complete.  
Temp Police Station, Public Works, is currently relocating office furniture to the new location.  
Wheeler Road Resurfacing Project is scheduled to begin October 6, 2025.

**Public Works Daily Operations:**

Completed Village wide pothole patching.  
Staff completed monthly facility inspections.  
Staff replaced a leaking Fire Hydrant Prestbury.  
Staff repaired a water main break on Hampstead Drive.  
Staff repaired a water service leak on Main St.  
Staff repaired a catch basin on Hoyden Court.  
Sprayed Village facilities for weeds.  
Weekly mowing of Village facilities.  
Staff trimmed and removed various trees around town.  
Staff ground and restored 28 tree stumps.  
Concrete Hero repaired 91 sidewalk trip hazards.  
Staff completed 205 Julie Locates since September 2, 2025.