



# STAFF REPORT

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

**FROM:** SCOTT KOEPPPEL, VILLAGE ADMINISTRATOR

**DATE:** SEPTEMBER 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.

1. **PD remodel** – Staff worked with DeKind to get internet and phones working at all Village Offices after the cut over to the temporary police department.
2. **Village Code Updates** – Staff, along with the Village Attorney, is researching updates for out-of-date Village Code.
3. **TrueVet Grand Opening** – Staff attended the TrueVet grand opening and ribbon cutting.
4. **CPEP Review Committee** – Staff attended the 1<sup>st</sup> meeting of the new CPEP review committee.
5. **Kaneland Litigation** – Staff is waiting for the next steps in the process and is beginning to work with GWMW.
6. **Fire and Park District** – Worked with Fire Protection and Park District on Letters of Credit for their projects.
7. **Economic Development** – In the absence of an Economic Development Director the Village Administrator is meeting with potential businesses.
8. **Local Leader Meeting** – The library put together a meeting of local leaders to improve cooperation.
9. **Social Media** – Staff is collaborating with other agencies to promote community events.
10. **FOIA Requests** – Staff continues to work on various requests. 1/1/24 – 8/31/24 – 104 requests; 1/1/25 – 8/21/25 – 98 requests.
11. **PAC** – Administration staff is working with the Attorney General's Public Access Counselor because of FOIA and OMA review requests.
12. **Meeting Video/Streaming** – The administration staff continues to work on and test the recording and streaming of the Village Board meetings.



# STAFF REPORT

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

**FROM:** MATT ANASTASIA, FINANCE DIRECTOR

**DATE:** AUGUST 27, 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:**

- **US-30 & Municipal Dr. Performance Bond.** I have been working to get the Performance Bond required by IDOT to submit for the permit to complete the US-30 & Municipal Dr. Crosswalk. This is provided through IRMA and its carriers.

**Meetings:**

- **GWMW Intro Meeting.** I attended a meeting with Administrator Koeppel with Richard from GWMW who is representing the Village in the lawsuit with Kaneland School District. This was an introduction meeting to go over anticipated amount of work and hours to determine the most suitable escrow amount to be held by Sugar Grove LLC. to cover the invoices.
- **Elburn Insurance.** I met with the Assistant to the Administrator from Elburn to discuss the Village's insurance and answer questions they had.
- **NIMEC Electrical Aggregation.** I met with Adam Hoover from NIMEC to discuss the Village's expiring green aggregation program, to review the most recent bids they have received.

**Conferences/Trainings/Seminars:** None



# STAFF REPORT

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

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

**DATE:** SEPTEMBER 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.

**Meetings:**

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

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

**True Vet Ribbon Cutting** – attend the True Vet Grand Opening.

**Starbucks Parking** – met with fellow staff and to discuss parking in relation to a potential 2<sup>nd</sup> tenant for the Starbucks building.

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

**Potential Special Use** – met with fellow staff to review a potential special use application.

**Building Code Updates** – met with fellow staff to go over building code updates.

**Tasks/Updates:**

**Settlers Ridge Drainage** – Final as-builts have all been approved and Final Certificates of Occupancy have been issued.

**Starbucks** – just about ready to open.

**Settlers Ridge Areas 5 & 6** – Work has started. Issued 2 model home permits. Met onsite to discuss landscape requirements.

**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:** AUGUST 29, 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:**

- The Police Department has started moving to the new temporary facility at 92 Frontage Road in preparation for the PD facility construction project. Public Works has played a key role by providing manpower, equipment, and expertise for dismantling furniture and rebuilding it at the new location.

**Conferences / Training / Seminars:**

- The Police Law Institute's August monthly computer-based training covered Autism Spectrum Disorder, Identifying Autism Spectrum Disorders, Common Communication Patterns, Law Enforcement Responses, and Best Practices.
- Department-wide monthly defensive tactics training for August included weapon retention.

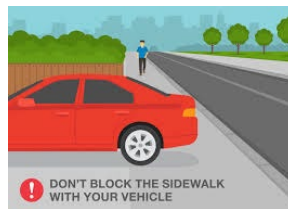
**Administrative:**

- Chief Rollins attended the weekly Department Head staff meeting on August 20th in the Village Executive Office conference room.
- The Board of Police Commissioners had its monthly meeting on August 20. Chief Rollins represented the department at the meeting.
- Chief Rollins attended a pre-event planning meeting hosted at the Community House for the upcoming Sugar Grove Halloween Event.
- Deputy Chief Alcaraz and Chief Rollins, on August 22, attended the Suburban Law Enforcement Academy graduation ceremonies, where Sugar Grove Officer Zach Turnbow completed his 16 weeks of academy instruction. He will begin our field training program on September 1, 2025.
- Chief Rollins attended the weekly Department Head staff meeting on August 27th in the Village Executive Office conference room.

- Chief Rollins participated in the Aurora Airport Runway Safety Annual Action meeting on August 27, held at the Sugar Grove Fire Protection District Headquarters.
- Chief Rollins attended the initial start, pre-construction meeting with Cordogan Clark representatives and main contractors at the police department building on August 29.

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

- Officers are engaged at Harter Middle School and John Shields Elementary as school started on August 13.
- 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 issuing courtesy warning notices to vehicles blocking the sidewalks. Repeating violators may face 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 August 11 at 9:00 am. All Sirens are functioning correctly.

Mon, Aug 25, 2025 09:01 AM

SYSTEM 4000 CENTRAL CONTROL  
INTERROGATION SUMMARY  
SUGAR GROVE

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

Upcoming Activities:

- Food Truck Friday / Groovin' in the Grove  
Thursday, September 4, 2025 (Weather make-up date and note moved to a Thursday)



# STAFF REPORT

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

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

**DATE:** AUGUST 28, 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 No Tricks Just Treats Meeting.  
Attended the CPEP American Legion Meeting.  
Attended the Lennar Mass Grading Pre-Meeting.  
Attended the Village Safety Meeting.

**Public Works Projects:**

The Blackberry Creek Bridge Project is complete; The Park District is hosting a Ribbon Cutting on September 5, 2025, at 4:30 pm.  
US 30 & Municipal Drive Pedestrian Crossing, this project was approved at the August 19, 2025, meeting. Staff are working with IDOT to get the project completed.  
Annual Road Program is complete aside from landscaping and punch list.  
Temp Police Station, Public Works, is currently relocating office furniture to the new location.

**Public Works Daily Operations:**

Public Works completed Village wide brush clean-up after the storm. Every street within the Village had several passes made down it generating an estimated 400 yards of mulch.  
Completed Village wide ROW Mowing.  
Staff have been moving the Police Station to the temp location.  
Sprayed Village facilities for weeds.  
Weekly mowing of Village facilities.  
Staff trimmed various trees around town.  
Staff are currently testing and repairing fire hydrants in preparation for painting.  
Staff completed 136 Julie Locates since August 15, 2025.