



STAFF REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: SCOTT KOEPPPEL, VILLAGE ADMINISTRATOR

DATE: SEPTEMBER 16, 2025

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

1. **PD remodel** – Staff attended construction meetings with the construction manager and architects.
2. **Fire Extinguisher Training** – Staff attended fire extinguisher training.
3. **Finance Director Recruitment** – Staff reviewed resumes and is planning to interview on a rolling basis.
4. **Economic Development Corporation** – Staff attended the most recent Economic Development Corporation meeting.
5. **Kaneland Litigation** – Staff is working with GWMW on the litigation.
6. **Elburn** – Staff is collaborating with Elburn on a boundary agreement and economic development staffing.
7. **Economic Development** – In the absence of an Economic Development Director the Village Administrator is meeting with potential businesses.
8. **Ransomware Training** – Staff attended ransomware training.
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 – 8/31/25 – 99 requests.
11. **PAC** – Administration staff is working with the Attorney General's Public Access Counselor because of FOIA and OMA review requests.



STAFF REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: MATT ANASTASIA, FINANCE DIRECTOR

DATE: SEPTEMBER 12, 2025

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

Tasks/Updates:

- **Salary Survey Review.** I have completed the Salary Survey review and am currently in the recommendation/review process with Administrator Koeppel. This will be brought to the Board later in the year.
- **Exit Interview Items.** I have started to compile a listing of all items for the next 3-6 months with deadlines and processes for my departure. I will be meeting with Scott a couple times prior to make sure everything is covered as much as it can be prior.

Meetings:

- **GWMW Attorney.** Administrator Koeppel and I had an introductory meeting with Richard Williams from GWMW to get any required information from both organizations.
- **Insurance Call with Elburn.** I had a meeting with the Assistant to the Administrator from Elburn regarding the Village's employee medical insurance and options in the market.
- **NIMEC – Civic Contribution & Green Energy.** I met with Adam Hoover from NIMEC to discuss our expiring contract for renewable Green Energy and Civic Contribution with MC Squared. The Village was offered a 6-year contract, with an out after every 2 years, with an increase in the monthly contribution from \$833/mo. to \$1,000/mo. The Village executed the agreement but can get out at any time with notice. The rate provided is a rate match to the ComEd rate. NIMEC bid out our residential energy to test the market, but the rates returned were still higher than the ComEd offered rate.
- **IMTA Institute Planning Committee.** I held the next Institute Planning meeting for 2025. There has been significant progress with finalizing the agenda and acquiring partnerships to help supplement the cost for IMTA.
- **Dunkin' Donuts Sales Tax Rebate.** Scott, Danni, Brad and I met with Brian from Vasselli Law to go over the outstanding punch list items for Dunkin' Donuts, along with the funds being held from their sales tax rebate that has since expired. These funds have been held since 2018. There is a plan in place to bring the final punch list items to completion and clear out the remaining liability owed to Dunkin'.

- **Meeder Investments.** I met with Meeder Investments, who partnered with IMET where the Village previously held funds. Meeder conducts the same business as our current investment advisor PTMA. I let them know of my departure, and the next Finance Director would be the best route to start with on diversifying where our funds are held.
- **Lauterbach & Amen & Sugar Grove Intro.** I facilitated an introduction meeting with Administrator Koeppel and Jamie Wilkey from Lauterbach & Amen. This is to make sure the transition in my absence is minimal, and for Scott to learn what L&A can offer from a financial services perspective to assist the Village if there was ever a need.
- **3-Year Salary Survey Research.** I met with Administrator Koeppel and Chief Rollins to discuss the preliminary results of the Salary Survey.

Conferences/Trainings/Seminars: None

Accounts Receivable through August 31, 2025:

	<u>As of August 31, 2025</u>	<u>As of August 31, 2024</u>
Account Billings:		
<i>Garbage Accounts</i>	3,356	3,363
<i>Water Accounts</i>	4,363	4,368
<i>Sewer Accounts</i>	4,069	4,091
<i>Road Maintenance</i>	3,537	3,541
<i>AutoPay Customers</i>	2,260	2,011
Delinquent Accounts:		
<i>1st Step - Late Bills</i>	492	480
<i>2nd Step - Delinquent Notice Sent</i>	63	52
<i>3rd Step - Tag Notice</i>	24	21
<i>4th Step- Water Shut-Off</i>	3	1
<i>Past Due Notices</i>	267	285
Active Payment Plans:	0	3
Outstanding Accounts Receivable:		
<i>After Hours Turn on Fee</i>	\$150.00	\$-
<i>Construction Charge</i>	27.50	2.50
<i>Copper & Lead Sampling</i>	-	(50.00)
<i>Discount</i>	-	-
<i>Garbage</i>	6,290.71	5,854.76
<i>Hydrant Fees</i>	1,281.44	1,550.00
<i>Lien Fees</i>	-	-
<i>NSF Fee</i>	-	-
<i>Road Maintenance Fee</i>	1,781.08	1,516.62
<i>Sewer Maintenance</i>	4,926.22	4,577.38
<i>Sewer Usage</i>	9,231.11	9,094.50
<i>Shut-Off Fee</i>	70.00	35.00
<i>Tag Fee</i>	55.00	105.00
<i>Water Maintenance</i>	5,638.35	5,329.26
<i>Water Usage</i>	(10,407.06)	(7,257.98)
<u>Total Accounts Receivable</u>	<u>\$19,044.35</u>	<u>\$20,757.04</u>



STAFF REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: DANIELLE MARION, COMMUNITY DEVELOPMENT DIRECTOR

DATE: SEPTEMBER 16, 2025

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

Meetings:

EEL- I attended the weekly engineering meetings with Staff and EEL.

Sugar Grove Police Department – I attended the Police Department preconstruction meeting.

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

Settlers Ridge Fencing – met with fellow staff to discuss fencing issues in Settlers Ridge.

Economic Development Committee – I attended the EDC Board meeting.

Dunkin Donuts – met with fellow staff to discuss outstanding issues.

The Grove Area 1 – attended and engineering meeting.

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

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 – opened August 29, 2025.

Settlers Ridge Areas 5 & 6 – Work has started. Several permits have been 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

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: PAT ROLLINS, CHIEF OF POLICE

DATE: SEPTEMBER 11, 2025

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 September monthly computer-based training covers U.S. Supreme Court Rulings 2025, including Deadly Force Reasonableness Factors, Liability for Wrongful Home Raids, Weapon Parts Kits and Ghost Gun Regulation, and Crimes of Violence Factors.
- Department-wide monthly defensive tactics training for September includes Spontaneous Knife Defense countermeasures.
- Detective Batitsas attended a 16-hour sexual assault investigation class on September 3 and 4 in Darien.
- Administrative Officer Hanold and Chief Rollins participated in the IL Chiefs of Police Association virtual training on September 10 about the recent legislative changes to the police supervisory test and the enactment of the Massey background check legislation.
- Officer Zach Turnbow began the field training program on September 1, 2025. He is currently partnered with FTO Thoele on the day shift. The program lasts about three months before transitioning to the solo patrol phase of training.
- Officer Forest provided fire extinguisher training to the Village Staff on September 4 and 5.



Administrative:

- Chief Rollins participated in the weekly Department Head staff meeting virtually on September 3.
- Chief Rollins and Village Administrator Koeppel met with an individual in the Village Executive Conference Room to discuss the possibility of working with other area municipalities on shared emergency management responsibilities. The idea is still in the early stages, as more collaboration with other agencies is needed.
- Chief Rollins attended the quarterly Kane County DUI Task Force meeting on September 4, held at the Kane County Judicial Center's Grand Jury Room.
- The Rain Make-Up Food Truck and Groovin' in the Grove event took place on September 4. Police helped with traffic control and security during the event.
- Officers Bruno, Thoele, Turnbow, Sgt. Kurzawa, and Chief Rollins took part in the ribbon-cutting ceremony for the bike bridge and managed traffic for bike riders crossing to WCC and back to the starting point on September 5.
- Chief Rollins participated in the Tri-Com Executive Board meeting on September 10.
- Chief Rollins participated in the weekly Department Head staff meeting virtually on September 10.
- Administrative Officer Hanold managed the monthly Administrative Hearing process with Elburn, Big Rock, Montgomery, and Sugar Grove, working together on the hearings.
- On September 11, Chief Rollins met with Administrator Koeppel during our biweekly Thursday meeting.

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.



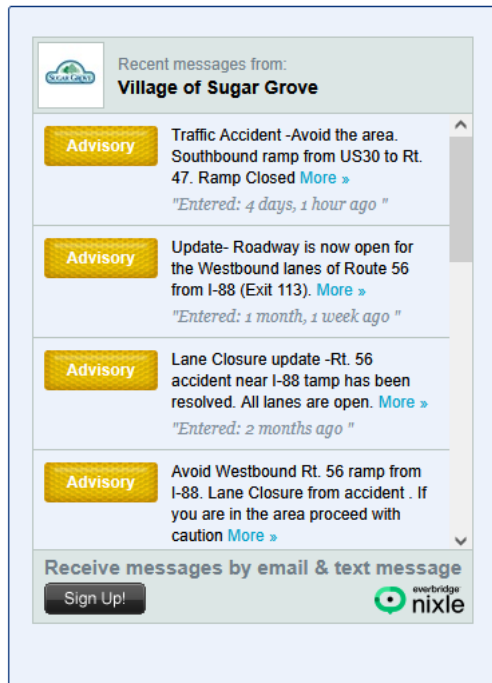
- Speed Radar Pole Signs:
Unit # 1 Deployed on Evergreen



Emergency Preparedness:

- No new messages have been sent out since the last report provided.

COMMUNITY ALERTS



- Emergency Warning Sirens' weekly silent test occurred on September 2 at 10:00 a.m. All Sirens are functioning correctly.

Tue, Sep 02, 2025 10:33 AM

SYSTEM 4000 CENTRAL CONTROL I N T E R R O G A T I O N S U M M A R Y

SUGAR GROVE

Site	Command				Output	Input	Batt
AU18	09/02/25	10:00 AM	ALERT	command.	PASS	PASS	PASS
SG01	09/02/25	10:00 AM	ALERT	command.	PASS	PASS	PASS
SG02	09/02/25	10:00 AM	ALERT	command.	PASS	PASS	PASS
SG03	09/02/25	10:00 AM	ALERT	command.	PASS	PASS	PASS
SG04	09/02/25	10:00 AM	ALERT	command.	PASS	PASS	PASS
SG05	09/02/25	10:00 AM	ALERT	command.	PASS	PASS	PASS
SG06	09/02/25	10:00 AM	ALERT	command.	PASS	PASS	PASS

Police Building Construction Development:

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



- The Village PD Construction team (PD, CD, PW, and Admin) participated in a preconstruction meeting with Cordogan Clark Architects, construction contractors, and subcontractors on September 3, 2025, to kick off the project.
- The interior demolition of the facility began on September 2. The interior demolition phase is scheduled to continue over the next few weeks.

Before interior demolition begins, all items have been removed from the building with major assistance from Public Works.



- On September 11, 2025, the Village Construction Team attended the bi-weekly owner and architectural meeting to discuss the project and plans for the upcoming weeks.
- On September 11, temporary fencing was installed around the addition area.

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

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: BRAD MERKEL, PUBLIC WORKS DIRECTOR

DATE: SEPTEMBER 9, 2025

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

Meetings:

Attended the PD Groundbreaking.
Attended the Pedestrian Bridge Ribbon Cutting.
Attended PD Pre-Construction Meeting.
Attended 3 IDOT Pre-Construction Meetings.
Attended a meeting regarding The Grove Area 1.
Attended a meeting to discuss the Dunkin sales tax rebate and punch list
Attended the Notice of Status Hearing regarding the IDOT and RR permit.
Attended a meeting with IDOT to discuss the IL 47 project utilities.
PW Staff attended the Fox Metro Wastewater Collection meeting.

Public Works Projects:

US 30 & Municipal Drive Pedestrian Crossing. The IDOT permit is being finalized, and the Pre-Construction Meeting was held September 12, 2025.
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 set-up and attended Food Truck Thursday.
Completed Village wide pothole patching.
Staff completed monthly facility inspections.
Public Works staff attended Mueller Fire Hydrant repair training.
Hauled in 15 loads of shoulder stone in preparation for shouldering.
Sprayed Village facilities for weeds.
Weekly mowing of Village facilities.
Staff trimmed and removed various trees around town.
Staff completed 205 Julie Locates since September 2, 2025.