BOARD REPORT

TO:	VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM:	SCOTT KOEPPEL, VILLAGE ADMINISTRATOR
SUBJECT:	RESOLUTION: DESIGNATING THE VILLAGE ADMINISTRATOR AS THE VILLAGE OF SUGAR GROVE'S REPRESENTATIVE TO THE JOINT REVIEW BOARD MEETINGS
AGENDA:	11/10/2026
DATE:	11/2/2026

ISSUE
Shall the Village Board designate the Village Administrator as the Village's representative for Joint Review Boards?

DISCUSSION
This item was added to the agenda by two Trustees.

The Illinois Tax Increment Allocation Redevelopment Act requires the establishment of a Joint Review Board (JRB) to oversee and review Tax Increment Financing (TIF) districts. The Village of Sugar Grove participates in Joint Review Board meetings through a designated municipal representative. In recent years, the Village President has served as the Village's representative.

The Village's TIF districts are administered by Village staff under the direction of the Village Administrator, who maintains institutional knowledge regarding TIF redevelopment plans, annual reporting requirements, financial performance, redevelopment agreements, and compliance with applicable statutes.

The proposed resolution would formally designate the Village Administrator as the Village of Sugar Grove's representative to the Joint Review Board. The Village Administrator would continue to keep the Village Board informed regarding matters discussed at Joint Review Board meetings and provide any information requested by the Board concerning TIF-related issues.

COST
There is no cost for this action.

ATTACHMENTS

- A Resolution Designating the Village Administrator as the Village's representative to Joint Review Boards.

RECOMMENDATION

Designating a representative is a best practice, though staff takes no position on the selection.

VILLAGE OF SUGAR GROVE
KANE COUNTY, ILLINOIS

RESOLUTION NO. 2026 11 10 AD2

A RESOLUTION DESIGNATING THE VILLAGE ADMINISTRATOR AS THE VILLAGE OF SUGAR GROVE'S REPRESENTATIVE TO THE JOINT REVIEW BOARD MEETINGS

WHEREAS, the Village of Sugar Grove has established Tax Increment Financing (TIF) districts that are subject to review and oversight by a Joint Review Board (JRB) pursuant to the Illinois Tax Increment Allocation Redevelopment Act; and

WHEREAS, the Village Board finds it is in the best interest of the Village to designate a representative who possesses extensive knowledge of the Village's TIF districts, redevelopment plans, reporting requirements, and financial information; and

WHEREAS, the Village Administrator serves as the chief administrative officer of the Village and is responsible for the day-to-day administration of Village operations, including matters relating to economic development, redevelopment agreements, and TIF administration; and

WHEREAS, the Village Board recognizes that the Village Administrator reports to and serves the entire Village Board and is therefore well positioned to represent the interests of the Village in a professional, informed, and impartial manner at Joint Review Board meetings; and

WHEREAS, the Village Board has determined that designating the Village Administrator as the Village's representative to Joint Review Board meetings will promote consistency, institutional knowledge, and effective communication regarding Village TIF matters.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF SUGAR GROVE, KANE AND KENDALL COUNTIES, ILLINOIS, AS FOLLOWS:

Section 1. Designation.
The Village Administrator is hereby designated as the official representative of the Village of Sugar Grove for purposes of attending and participating in Joint Review Board meetings concerning the Village's Tax Increment Financing districts.

Section 2. Authority.
The Village Administrator shall act as the Village's designated representative at Joint Review Board meetings and shall provide updates and information to the Village Board regarding matters discussed and actions taken by the Joint Review Board.

Section 3. Prior Designations.
Any prior Village Board action, policy, or practice regarding designation of the Village's representative to Joint Review Board meetings that is inconsistent with this Resolution is hereby superseded.

Section 4. Effective Date.
This Resolution shall take effect immediately upon its passage and approval.

PASSED AND APPROVED by the President and the Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, on this **10th** day of **November 2026**.

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Sue Stillwell, Village President

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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					