STAFF REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: SCOTT KOEPPEL, VILLAGE ADMINISTRATOR

DATE: OCTOBER 20, 2026

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 and other meetings with the construction manager and architects. Preparation for the ribbon cutting and opening of the building.
2. **Village Engineer Vacancy** – Staff reviewed the MSA for the top choice.
3. **Legislative Counsel** – Staff is researching the best potential options to represent the Village Board after passage of the Ordinance allowing for legislative counsel.
4. **Fox Metro** – Staff met with Fox Metro concerning different projects and potential development in the Village.
5. **Economic Development –**Staff met with current and potential businesses.
6. **ILCMA Training** – Staff attended Flock and data center training in Naperville.
7. **Economic Development Corporation** – Staff attended the EDC meeting.
8. **Social Media** – Staff provided updates on social media to the public.
9. **FOIA Request**s **–** Staff continues to work on various requests. A significant amount of time has been spent by staff and the Village Attorney on FOIA requests.
10. **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: KARIN JOHNS, FINANCE DIRECTOR

DATE: NOVEMBER 25, 2026

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

Tasks/Updates

- **Timekeeping Contract** Staff has weekly meetings with Andrews Technology supplying them with all the details of our payroll so that they can adequately build the timekeeping system. The Admin and Finance Departments have been utilizing the system for the past two weeks to beta test the system and have provided valuable input for the project. The Village will begin testing the timeclocks and set up with limited staff in the Police and Public Works Department.
- **IMRF Audit Process** Staff has concluded the IMRF Audit and made the required adjustments that arose from audit findings.
- **FY2028 Budget** Staff has started the FY2028 Budget process
    - Departments have entered the year end projections and the Finance Department is currently reviewing for the report to be presented at the December 15th Board Meeting.
    - Finance and Community Development Staff has sent out surveys to comparable communities for consideration of our rate structures for FY2028.
    - This will be the first year where one time purchases of over $5,000 and with a useful life of over 5 years will be moved to the Capital Fund. This will smooth out variations in the General Fund from year to year.
- **Open Enrollment** Open Enrollment will be open for all qualifying staff from November 18th to December 2nd. Staff reviewed all open enrollment portal functionality and sent out information to all staff.
- **Benefit Fair** On November 11th, the Village held a Benefit Fair for all employees with representatives to discuss health insurance coverage, 457 Options, and Aflac Plans.
- **Village Administrator Recruitment** Staff has been assisting President Stillwell in collecting proposals for interim staffing and recruitment.
- **Annual TIF Reporting** Staff completed filing all needed data for annual TIF meeting
- **Audit Filing** Staff filed the Village's Annual Comprehensive Financial Report will all required entities.

Meetings

- **FSA/HSA/COBRA** Staff had a kickoff meeting with a new provider and started all implementation to transition on January 1.
- **Annual Joint Review Board Meetings** Staff coordinated Annual Joint Review Board Meetings for all TIF Districts and presented financial highlights.

STAFF REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: DANIELLE MARION, COMMUNITY DEVELOPMENT DIRECTOR

DATE: NOVEMBER 17, 2026

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

Meetings:

Pre-Construction Meeting – attended a preconstruction meeting for the Fiber Hut facility.
Potential Development – met with a developer to discuss a potential development.
Engineering Meeting – met with staff and the new Village Engineers.
Engineering Meeting – met with the Village Engineer to discuss an ongoing project.
Engineering Meeting – met with the Village Engineers and their site observation team.
Weekly Engineering Meeting – attended the weekly engineering meeting.
The Grove Area 2 – met to discuss the review of the Grove Area 2.

Tasks/Updates:

Lennar – 82 New Home Permits have been issued so far this year.
Settlers Ridge – 20 New Home Permits have been issued so far this year.
The Grove Area 1 – 11 New Home Permits have been issued so far this year.
Code updates – working on several text amendments.
Building Inspections – currently scheduling inspections 1-2 days out, getting caught back up. The new inspector is jumping in and doing very well.

Planning & Zoning:

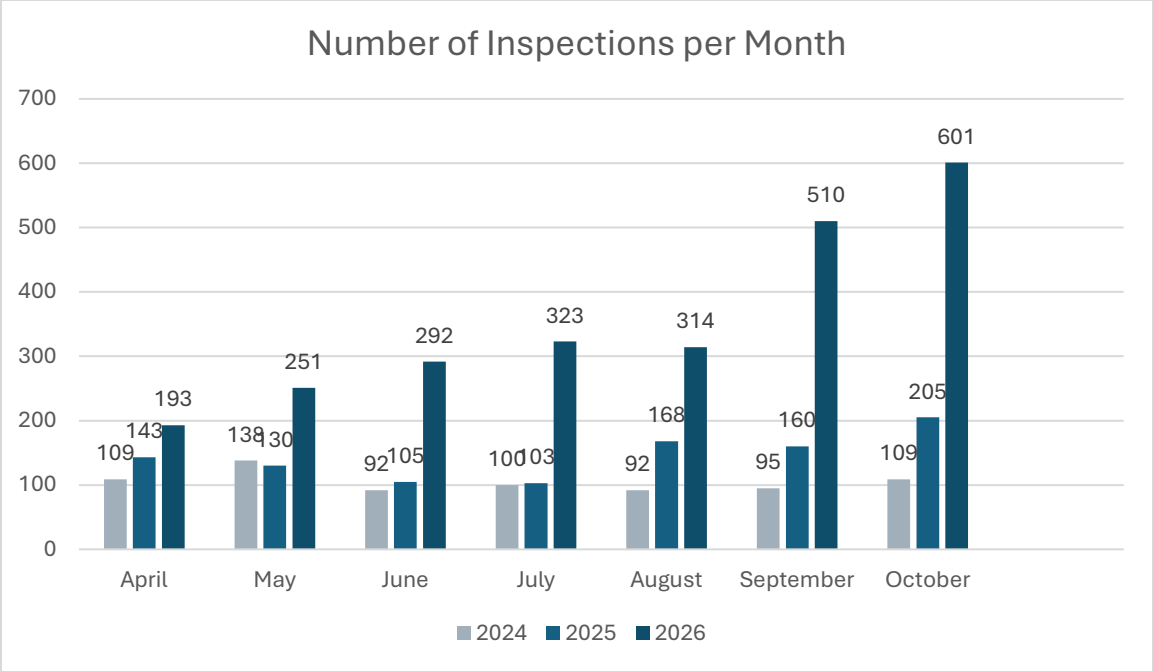
Prepare agenda material for the Plan Commission meeting.
Performed multiple plan reviews.
Sited zoning violations.

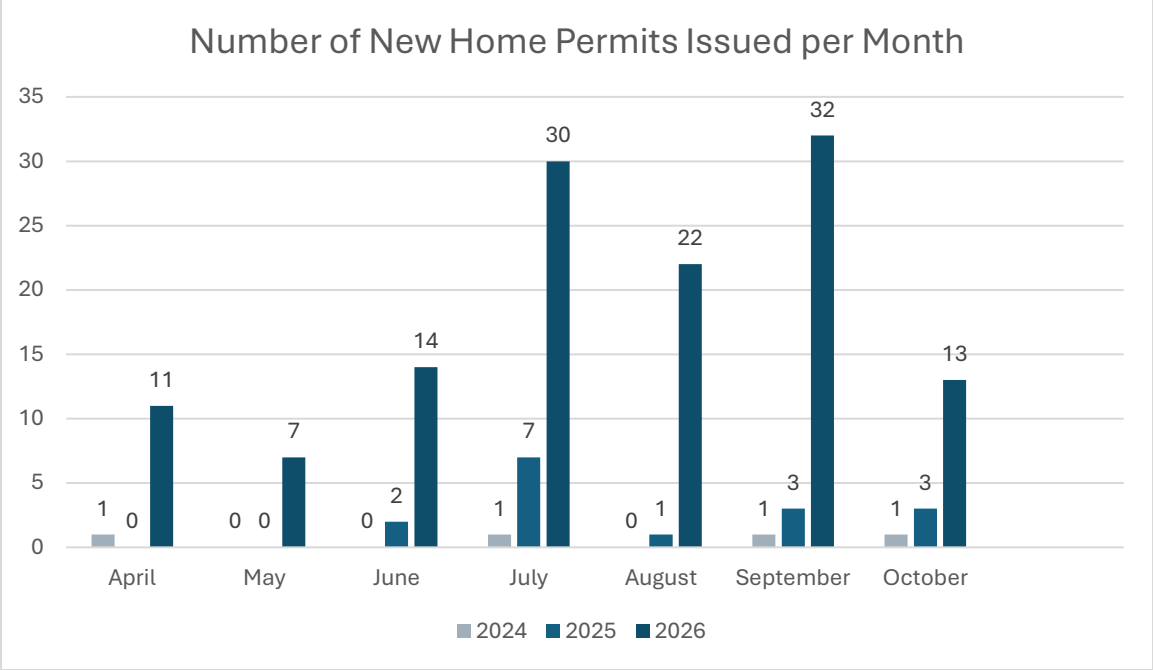
Building:

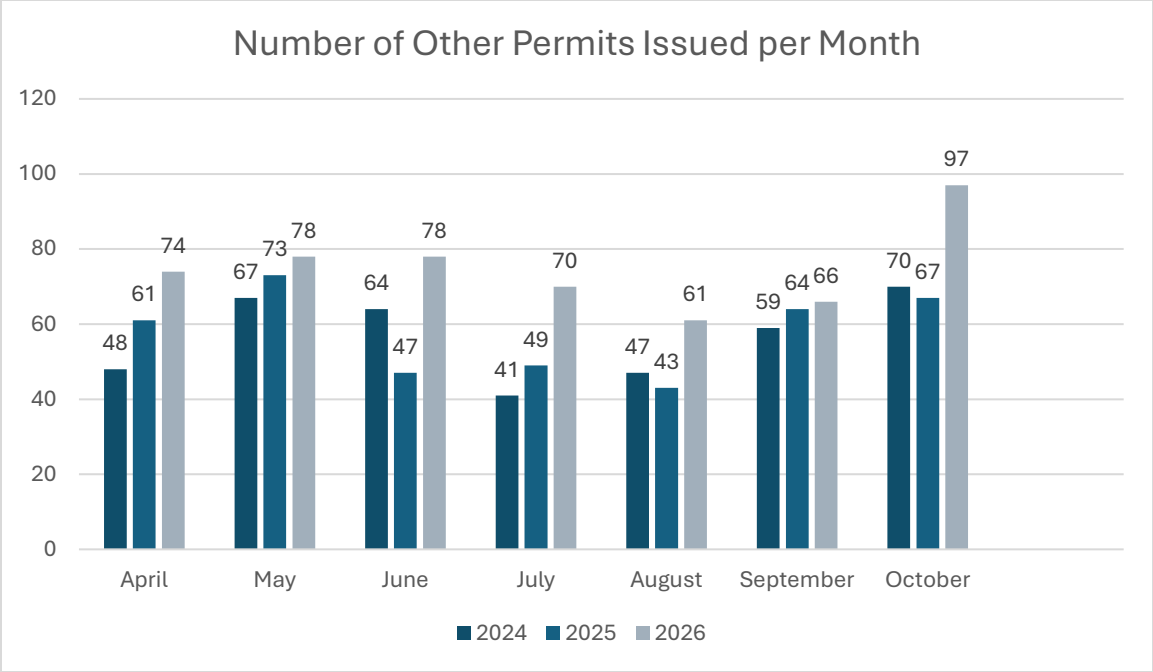
Part-time building inspector has started.
Completed multiple plan reviews and building inspections.
Issued multiple permits.
Completed building code updates.

Property Maintenance/Code Enforcement:

Part-Time Code Enforcement Officer has finished for the season.


Number of Inspections per Month
700
600
500
400
300
200
100
0
April
May
June
July
August
September
October
109
143
193
138
130
251
92
105
292
100
103
323
92
168
314
95
160
510
109
205
601
2024
2025
2026


Number of New Home Permits Issued per Month
35
30
25
20
15
10
5
0
April
May
June
July
August
September
October
1
0
11
0
0
7
0
2
14
1
7
30
0
1
22
1
3
32
1
3
13
2024
2025
2026


Number of Other Permits Issued per Month
120
100
80
60
40
20
0
48
61
74
67
73
78
64
47
78
41
49
70
47
43
61
59
64
66
70
67
97
April
May
June
July
August
September
October
2024
2025
2026

STAFF REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: PAT ROLLINS, CHIEF OF POLICE

DATE: NOVEMBER 23, 2026

The following information outlines the status of current projects, meetings, training, and other activities the department is handling.

Conferences / Training / Seminars:

- The Police Law Institute's November online training covers statutorily mandated topics: implicit bias, racial profiling, and cultural competency.
- The monthly defensive tactics training in November focuses on spontaneous knife-defense techniques.
- Chief Rollins attended the ILESTSBI executive leadership training, Leadership for a Lifetime, hosted in Yorkville on November 13.
- Officer Moreno attended a 40-hour Field Training Officer certification course at NEMRT in Naperville from November 16-20. He is now certified as an FTO.
- Detective Batitsas attended the Illinois Tactical Officers Association (ITOA) annual training, held in Rosemont on November 23-24.

Administrative:

- Chief Rollins attended the Department Head meeting at the Village Executive Office on November 10.
- On November 10, Chief Rollins and Detective Batitsas participated in an Active Shooter tabletop exercise with the FAA from the Aurora Airport to walk through a scenario and the roles each of the other government entities in attendance would play. The tabletop exercise took place in the PD Multi-Purpose Room.
- Chief Rollins attended the Tri-Com Executive Board meeting on November 11, hosted at Tri-Com.
- Chief Rollins participated in the Department Head meeting on November 17.
- Chief Rollins virtually attended Axon's Body Cam 5 rollout seminar on November 18.
- Deputy Chief Alcaraz and Chief Rollins hosted this month's Kane County Chiefs of Police Association meeting on November 19 in Sugar Grove.
- Chief Rollins participated in the Kane County ETSB Executive meeting on November 19 at the Batavia Fire Headquarters.
- Chief Rollins attended the Department Head meeting at the Village Executive Office on

November 24.

Directed Patrols and Crime Prevention Activity:

- Officers patrol neighborhoods overnight, informing residents about open garage doors and offering to help secure their garages.
- Officers have been issuing courtesy warnings to vehicles blocking the sidewalks. Repeat offenders may receive citations.



- Speed Radar Pole Signs:
  Unit # 1 – not deployed during this time frame
  Unit # 2 – not deployed during this time frame

- Speed Trailer: deployed on Wheatfield Ave. to address speeding autos.

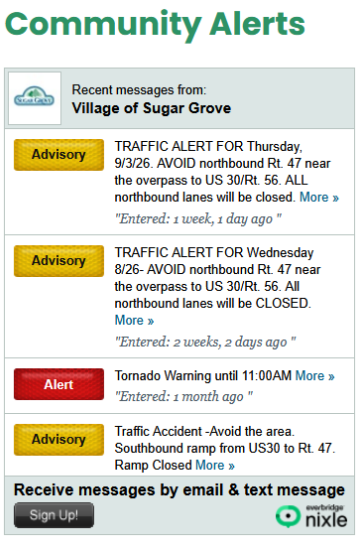


Community Engagement:

No planned events have taken place since the last board report.

Emergency Preparedness:

- No new messages have been sent out since September 3.



- The weekly silent test of the Emergency Warning Sirens occurred on November 23 at 8:10 a.m. — All sirens are working correctly.

Mon, Nov 23, 2026 09:01 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
SG01	11/23/26	08:10 AM	SILENT GRL command.	PASS	PASS
SG02	11/23/26	08:10 AM	SILENT GRL command.	PASS	PASS
SG03	11/23/26	08:10 AM	SILENT GRL command.	PASS	PASS
SG04	11/23/26	08:10 AM	SILENT GRL command.	PASS	PASS
SG05	11/23/26	08:10 AM	SILENT GRL command.	PASS	PASS
SG06	11/23/26	08:10 AM	SILENT GRL command.	PASS	PASS
SG07	11/23/26	08:10 AM	SILENT GRL command.	PASS	PASS

Police Building Construction Development Update:

- The PD Building Committee's last couple of meetings have been canceled since we are meeting on site regularly to complete outstanding items and address minor punch list items.

Change Orders: -

- The Police Department Building team reviewed the project's change orders and approved 13 since inception. In addition, the list includes a number of items, with some numbers yet to be finalized, and the document includes projections and estimates. The Contingency Budget for the project was allocated at $325,000.
- As of August 14, the Contingency Budget monies expended total $170,910, with projected changes estimated at $123,311, leaving a balance in the fund of $30,779 for the remainder of the project.

Village of Sugar Grove

Sugar Grove Police Department Renovation & Addition

Contingency & Allowance Projected Usage Log

July 16, 2026

ITEM #	DESCRIPTION OF CHANGE	POTENTIAL COST (ESTIMATED)	ACTUAL COST	REASON OR CAUSE OF POSSIBLE CHANGE
1	Evidence Lockers		$19,719	Bid drawings specified Evidence Lockers to be owner provided contractor installed; this was later changed at the request of SGPD to be contractor supplied and installed. Price being evaluated (Omission)
2	Solid Surface Wall Cap		$6,540	Solid surface wall cap at half-wall surrounding the patrol desks. Done for added durability over drywall cap. (Enhancement)
3	IT Room Wall Relocation		$2,661	Existing mechanical room size could not accommodate the requirements needed for electrical panels and adjacent mechanical equipment. Wall was relocated 16" into the IT room. (Project Coordination)
4	Furring of Ceiling at Locker Room		$5,528	Furring down of ceiling at locker room 130 to accommodate additional sprinkler piping and heads required by VOSG Fire Marshal show drawing review. (AHJ Required Change at permit review)
5	Changes to Transon Windows		$3,025	Shifting of transoms above doors at Breakroom 137 & SRGT office 134 to align with the top of the door frame. Due to a lack of plenum space for MEP pipes and ducts above ceilings. CC working on elimination of this cost
6	Added Acoustical Drywall		$8,254	Addition of acoustic rated drywall in noise sensitive areas as directed by SGPD. (Enhancement)
7	Revised Concrete Thickness		$2,974	Revised concrete sidewalk & asphalt pavement thickness from 4" to 5" as required by Village of Sugar Grove Engineering plan review comments sent on 10.16.25. (AHJ Required Change at Plan Review - Noted on 8.14.25 Board Bid Approval Memo)
8	Plumbing Fixture Changes		$7,697	Wall mounted sinks were specified by mistake for rooms that needed a drop in style sink which cost $1,200. (Design Error). Shower basin in the Holding shower room was not specified as an anti-ligature style. (Coordination Issue) Includes addition of a sanitary line, in-wall plumbing and reinstallation of drinking fountain as required. (AHJ Required Change at Plan Review - Noted on 8.14.25 Board Bid Approval Memo)
9	Temporary Heating		$5,493	Heating required for interior concrete and drywall work to prevent schedule delays. (Temporary Heat was intended to be a Contingency allocation to mitigate excessive cost in Bids)
10	Added Burglar System		$15,500	Requested by SGPD but not in original scope of work.

Village of Sugar Grove

Sugar Grove Police Department Renovation & Addition

Contingency & Allowance Projected Usage Log

July 16, 2026

ITEM #	DESCRIPTION OF CHANGE	POTENTIAL COST (ESTIMATED)	ACTUAL COST	REASON OR CAUSE OF POSSIBLE CHANGE
11	Entrance Planter Changes		$21,736	Addition of planter foundations and rebar ties to all planter boxes as required by the Village of Sugar Grove building permit review. (AHJ Required Change at Plan Review - Noted on 8.14.25 Board Bid Approval Memo)
12	Electrical & AV/Data Potential Owner Added Scope		$18,451	Low voltage and AV scope changes requested during walk-through with Chief Rollins. Being vetted by Cordogan Clark
13	Personnel Lockers		$12,255	Mechanical and Electrical systems requested to vent the personnel lockers at the locker room. (Omission; verbally approved at 3.12.26 OAC)
14	Fox Metro Sanitary Add			Addition of piping, flowable fill piping insulation and resetting of pipping slope to 1% as required by Fox Metro. (AHJ Required at Permit Review - Post Bid. VOSG has elected to contract directly with their vendor)
15	Foundation Underpinning Credit	($3,500)		Credit for underpinning of foundations originally in scope for poor soils. It was determined that the existing site conditions were suitable for bearing of foundations without stabilization.
16	Sally Port Foldable Partition			Under Review - source pricing for uline
17	Sally Port Foldable Partition (Uline)			
18	Evidence Room HVAC Option 1		$28,836	move into attic - selected by village board
19	Evidence Room HVAC Option 2		($8,900)	credit to be provided by CCA for value of security bars
20	New Vestibule Door		$15,000	PR 011
21	New Cabinet at Partol Area		$2,500	PR 013
22	New GFCI Outlets		$743	Required during field inspection by building inspector
23	Detective Office Plaster		$2,898	
24	Additional outlets fo Axon			Directions per Chief - awaiting pricing
25	Potential add of new sub panel	$5,000		
26	Upgrade from Urethane Flooring to Epoxy Flooring	$20,000		Current pricing shows $19,050 without credit for existing scope....anticipated cost.
27	Furniture Enhancement	$23,000		
28	Appliances & Owner Equipment	$65,000		
29	PR 017	$13,811		Parking lot additions requested by VOSG
30				
31				
32				
33				
34				
35				
36				
37				

Village of Sugar Grove
Sugar Grove Police Department Renovation & Addition
Contingency & Allowance Projected Usage Log
July 15, 2026

ITEM #	DESCRIPTION OF CHANGE	POTENTIAL COST (ESTIMATED)	ACTUAL COST	REASON OR CAUSE OF POSSIBLE CHANGE
	SUBTOTAL:	$123,311	$170,910	

Total Allowances & Contingency:	$325,000
Potential Estimated Additional Costs:	$123,311
Actual Allowance & Contingency Needed:	$170,910
Total Potential Allowance & Contingency Usage:	$294,221
Remaining Allowances & Contingency:	$30,779
Percent of Allowance & Contingency Used:	53%
Percent of Allowance & Contingency Potentially Used:	91%
Project Completion Percentage:	80%

Upcoming Activities:

- December 4-5, 2026 - Holiday in the Grove

STAFF REPORT

TO:	VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM:	BRAD MERKEL, PUBLIC WORKS DIRECTOR
DATE:	NOVEMBER 19, 2026

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

Meetings:

Public Works has been working on the Budget mid-year update.
I met with EEI regarding the Maple and Joy watermain project.
Staff attended the safety meeting.
Staff met with Robinson Engineering to discuss future engineering needs/projects.

Public Works Projects:

Maple and Joy Watermain Project: Staff have been working with EEI on the phase 1 design plans.
Fall 50-50 Parkway Tree Program: A total of 65 parkway trees planted.
Annual Road Program: The PSA was approved at the November 17th Board meeting; staff is working with EEI on the project.

Public Works Daily Operations:

Staff installed the Holiday lights at entrance park and the Fire Department in preparation for Holiday in the Grove.
Staff put the Veterans Park bench in storage.
Staff installed the Holiday Wreaths on Main St.
Staff pothole patched village wide.
Staff restored 5 tree stumps.
Staff completed pm and safety inspections on the Snow & Ice Control Fleet.
Staff have been testing new watermain in the Grove.
Staff completed 365 Julie Locates since November 13th, 2026.
Staff repaired 1 streetlight.
Staff completed weekly Village faciality mowing and clean-up.
We have received 800 tons of salt and 4200 gallons of Beat Heat for the snow & ice program.