



# STAFF REPORT

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

**FROM:** SCOTT KOEPPPEL, VILLAGE ADMINISTRATOR

**DATE:** DECEMBER 16, 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 attended construction meetings with the construction manager and architects including a tour of the site.
2. **Meeting with residents** – Staff and the Village President met with residents to hear their concerns.
3. **Holiday in the Grove** – Staff worked with the Holiday in the Grove committee on the event.
4. **Economic Development** – In the absence of an Economic Development Director the Village Administrator is meeting with potential businesses.
5. **Annual Levy** – Staff analyzed the annual tax levies for a continued discussion and approval by the Village Board.
6. **Social Media** – Staff is collaborating with other agencies to promote community events.
7. **FOIA Requests** – Staff continues to work on various requests.
8. **PAC** – Administration staff is working with the Attorney General's Public Access Counselor because of FOIA and OMA review requests.



# STAFF REPORT

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

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

**DATE:** DECEMBER 16, 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.

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

**Area 1** – I attended the engineering meeting to discuss the latest engineering review.

**Potential Development** – met with a local land owner to discuss future development.

**Utilities** – attended an engineering meeting to discuss utilities.

**Potential Development-** met with an interested party to discuss a future development.

**Tasks/Updates:**

**Lennar** – mass earthwork about finished, they are beginning on the underground work. Gave warnings about construction hours. Closely monitoring construction.

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

**Jiffy Lube** – Temporary Certificate of Occupancy Issued.

**Code updates** – working on several text amendments.

**Potential Developer** – sent potential sites for new development.

**Planning & Zoning:**

Prepare agenda material for the Plan Commission meetings.

Performed multiple plan reviews.

Sited zoning violations.

**Building:**

Completed multiple plan reviews and building inspections.

Issued multiple permits.

Completed building code updates.

**Property Maintenance/Code Enforcement:**

Code Enforcement Officer has finished for the season.



# STAFF REPORT

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

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

**DATE:** DECEMBER 12, 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:**

- Two new officers started their careers with the Sugar Grove Police Department on December 8, 2025. Officers Jasmine Rivera and Marissa Lullo will begin training at the Suburban Law Enforcement Academy (SLEA) on January 5, 2026. The police academy lasts 16 weeks.

## **Community Engagement:**

- On December 5, officers took part in the Holiday in the Grove, including the tree lighting ceremony and other holiday events at the library and fire department.
- On December 6, officers took part in the Holiday in the Grove, Pancake Breakfast, and Community Holiday events held on that day.

## **Conferences / Training / Seminars:**

- The Police Law Institute's December monthly online training focuses on Law Enforcement Officer Physical Wellness.
- Department-wide monthly defensive tactics training for December includes Pressure Point Compliance.
- On December 2, 2025, Chief Rollins virtually attended the Kane County Emergency Management Coordinator meeting.
- Chief Rollins attended the Department Head meeting at the Village Executive Office on December 2.
- December 3, Chief Rollins and Record's Clerk Nielsen attended a FOIA roundtable training hosted at the Glen Ellyn Police Department.
- On December 12, department members qualified at the gun range at the North Aurora

Police Department.

- Chief Rollins attended the FBI CJIS Advisory Policy Board meeting on December 10-11 in Orlando, FL. Chief Rollins is a member of the APB. The federal government covers the costs of travel, lodging, and meals.

### **Administrative:**

- Chief Rollins attended the weekly Department Head staff meeting on November 12 in the Village Executive Office conference room.

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

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

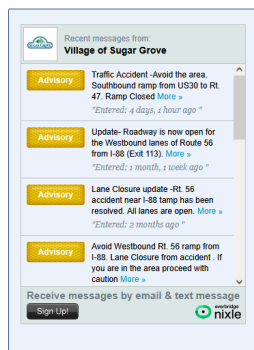


- Speed Radar Pole Signs:
  - Unit # 1 – not deployed during this time frame
  - Unit # 2 – not deployed during this time frame

### **Emergency Preparedness:**

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

#### **COMMUNITY ALERTS**



- Emergency Warning Sirens' monthly test occurred on December 3 at 10 a.m. — All sirens are functioning correctly.

- Emergency Warning Sirens' weekly silent test occurred on December 8th at 8:10 a.m. — All sirens are working correctly.

Mon, Dec 08, 2025 09:01 AM

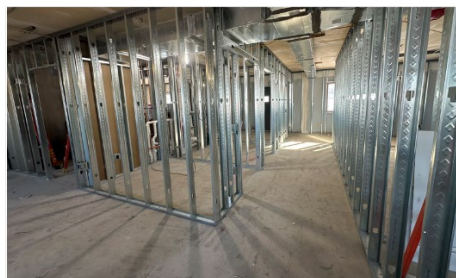
SYSTEM 4000 CENTRAL CONTROL  
I N T E R R O G A T I O N   S U M M A R Y

SUGAR GROVE

Site	Command				Output	Input	Batt
AU18	12/08/25	08:10	AM	SILENT GRL command.	PASS	PASS	PASS
SG01	12/08/25	08:10	AM	SILENT GRL command.	PASS	PASS	PASS
SG02	12/08/25	08:10	AM	SILENT GRL command.	PASS	PASS	PASS
SG03	12/08/25	08:10	AM	SILENT GRL command.	PASS	PASS	PASS
SG04	12/08/25	08:10	AM	SILENT GRL command.	PASS	PASS	PASS
SG05	12/08/25	08:10	AM	SILENT GRL command.	PASS	PASS	PASS
SG06	12/08/25	08:10	AM	SILENT GRL command.	PASS	PASS	PASS

**Police Building Construction Development Update:**

- Interior metal wall studs have been installed over the past few weeks.
- Plumbing contractors are on site, installing new supply pipes and sanitary sewer connections through the floor slab.
- Electrical work is progressing in the interior areas, supplying low voltage and power to the existing portion of the building.



- Chief Rollins worked with the electrician and architects on December 4 on-site

with the placement of networking cables and for the security system.

- On December 4, 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: -**

- Nothing to report for this period.
- Beginning balance in the Budgeted Construction Contingency Fund remains at \$325,000.

**Upcoming Activities:**

- None to report



# STAFF REPORT

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

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

**DATE:** DECEMBER 10, 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 Holiday in the Grove tree lighting ceremony.  
Attended the Fox Metro Quarterly Meeting.  
I attended the bi-weekly SGPD Project Meeting.  
Staff attended the IRMA hosted Live Line Demo Electrical Safety Course.

**Public Works Projects:**

US 30 & Municipal Drive Pedestrian Crossing. This project started on October 27, 2025, the stone base and concrete portions of the project are complete. Paving was completed on Saturday November 22, 2025. Striping has been completed; we are currently waiting on electrical equipment to arrive.

**Public Works Daily Operations:**

Staff repaired 10 streetlights.  
Staff completed Village wide pothole patching.  
Staff completed shut offs to delinquent utility accounts.  
Staff worked with the fence contractor to repair the fence at PW.  
Staff replaced 3 street signs in town.  
Staff are performing daily repairs and maintenance on the snow & ice control fleet.  
Staff completed 43 Julie Locates since December 2, 2025.  
Since November 29, 2025, staff has responded to a total of Snow & Ice control events. For a total of 3,872 miles and used a total of 614 tons of salt.

Happy Holiday's from Public Works!



Village of Sugar Grove Initiative Fiscal Year 2025-2026 - DECEMBER

Initiative		Time in Months	Estimated Cost	Actual Cost	FY25-26 Departmental Measurable Objective	Update	VB Discussion Target Date(s)
ADMINISTRATION DEPARTMENT							
1	Update Village Code	12			Work with new Village Attorney to update portions of the Village Code that haven't been reviewed in several years.	Updated sections for the Treasurer and Village Engineer. Work on this topic continues.	
2	New Village Board Member Packets	4			Create new member packets, coordinate meetings/tours with Department Heads, and coorinate/facilitate any required training (OMA, FOIA, ecta)	Met with new members and provided a tour the the Police Deapartment prior to the rennovations. The Village Clerk provided welcome packets.	
3	Update Website	12			Review and update the Village Website. Work with vendor to make the website more trasparent and easier for residents to use. Improve access to Village forms and documents.	The front page was updated for easier use and out of date pages were reviewed and updated to include current information.	
FINANCE DEPARTMENT							
1	Implement BS&A Online for Residents, Contractors & Vendors	8	N/A		Implementation of BS&A Online by end of Calendar Year 2025. This change will integrate BS&A with all Residents, Vendors and Contractors. Allowing for a full service portal for external users.	Met with BS&A to discuss receiving an estimated monthly cost proposal in moving to BS&A Online Payments system. The Village Attorney reviewed our contract with Invoice Cloud, our current provider, and we might only be able to get out of the contract after our term of 5 years.	
2	Complete Comprehensive Salary Survey	4	\$ -	\$ -	Every 3 years, a comprehensive Salary survey is conducted for every position within the Village. This is compared to the surrounding comparable and competitive communities to determine where the Village sits within the Market for each position	The Salary Survey data has been received. Review and analysis is underway on each position title and range.	
3	Clean Up of Software System	8	\$ -	\$ -	As we are now in our new system within the Cloud, Staff will begin to conduct a clean up of the system to remove/update out dated information that has been carried forward from the prior system before 2016, and the on-premise system since 2016 for BS&A.	This is ongoing and Staff is in process of cleaning up the system as items are discovered.	
COMMUNITY DEVELOPMENT DEPARTMENT							
1	Work with the Econmic Development Department to develop a Downtown Master Plan	12	\$ 10,000		Obtain a CMAP grant and retain a consultant to assist in drafting the Master Plan.	Did not received grant	
2	Update the Village's PUD Ordinance	6	\$ 5,000		VB approval (ordiance)	Need to see if current board has interest in this	
3	Comprehensive sign regulations amendment: current regulations are not in-step with latest US Supreme Court Decisions		\$ -		VB approval (ordinance)		
4	Building Code comprehensive update	8	\$ 12,000		VB approval (ordinance)	Bringing back before VB in December	
5	Convert CD records to a digital format				5,000 oversized plan sheets, 500 permit files and 100 resource materials during FY25-26	scanning in progress	





Village of Sugar Grove Initiative Fiscal Year 2025-2026 - DECEMBER

Initiative		Time in Months	Estimated Cost	Actual Cost	FY25-26 Departmental Measurable Objective	Update	VB Discussion Target Date(s)
ECONOMIC DEVELOPMENT DEPARTMENT							
1	Work with the Community Development Department to develop a Downtown Master Plan	12	\$ 10,000		Obtain a CMAP grant and retain a consultant to assist in drafting the Master Plan.		
2	Develop a Strategic Plan for the Sugar Grove Economic Development Corporation	12			Present the Strategic Plan to the Village Board.		
3	Develop a comprehensive new database of available sites	8			Lauch the database.		
POLICE DEPARTMENT							
1	Establish a temporary off-site location for the police department to operate out of during the construction stage of the PD remodel	8	unknown		Prepare the police department contents for re-location to another location and temporary set-up and/or storage of items during the remodel of the existing facility.	Staff worked with the potential sites and a lease agreement with the building ownership will be forthcoming at the July 1, 2025 Board Meeting Police with the assistance of Public Works began moving the contents of the PD over to the new temporary site beginning the 2nd week of August.	July 1, 2025 VB mtg- Lease Agreement Approved by the Board and copy presented to landlord. Move in is anticipated in late July into August 2025 to the new temporary site located at 92 Frontage Road. Police Department with the help of Public Works began to move to the new temporary site over the 2nd week of August.
2	PD Facility Enhancements	12	\$ 5,600,000		Take working concept plans to full architectural design and bidding of the expansion and remodel of the police department. Bid construction in the late spring for anticipated fall 2025 construction.	Bids were opened on August 7, 2025. The bid will be presented to the Board on August 19. PD remodel and addition began in September 2025. The VB is being updated via the PD Staff Report with more detailed information. The footing and foundation walls for the addition have been poured, plumbers, mechanical HVAC, and electricians have been working in the facility. Full building permit has been issued after resolving an item with Fox Metro. The construction is in full swing.	8/19/2025 The Board will be updated on the project costs based on the bid openeing from August 7. Nine categories were bid for this project with the lowest responsible bidder and other soft costs are approximately \$6.8million dollars.
3	Update the Village's Emergency Operation Plan	12	\$ 3,000		The Village Emergency Operation Plan will be re-written to current best practices and standards. Every Village Department will have input into the plan before being presented to the Village Board.		
PUBLIC WORKS DEPARTMENT							
1	Black Berry Creek Pedestrian Bridge ITEP Project	12	\$ 576,000		Construction/Completion	Project Complete!	
2	Wheeler Road STP Repaving Project	8	\$ 130,000		Construction	Project Complete!	
3	Water System Valve Maintenance Project	36	\$ 100,000		Continue Location and Operation of Valves	Fall schedule	
4	Crosswalk at US 30 at Municipal Drive	12	\$ 150,525		IDOT Approval, Project Bid 2026	Concrete and Paving Complete, waiting for electrical equipment	Fall
5	Merrill Road STP Repaving Project	8	\$ 130,000		Construction	Bids opened August 1st, waiting for IDOT to award	TBD
6	IL Rt47 & Park Intersection Improvements	24	\$ 317,000		IDOT Approval, Project Bid 2026	Waiting for IDOT Review	Spring
7	West Wheeler Road Reconstruction/Paving	12	\$ 300,000		Construction	Project is complete.	
8	Annual Road Program & ADA Transition Plan	12	\$ 1,235,000		Constuction	Project is complete!	
9	Maple Street Reconstruction Engineering	12	\$ 125,000		Design Engineering	Working with EEI too complete a IEPA low interest loan.	TBD

Updated  
Complete