



# STAFF REPORT

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

**FROM:** SCOTT KOEPPPEL, VILLAGE ADMINISTRATOR

**DATE:** NOVEMBER 18, 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.
2. **Finance Director Recruitment** – Staff finalized an employment agreement with the Village Attorney and finished the background checks.
3. **Kaneland & Essling Litigation** – Staff is working with GWMW on the litigation.
4. **TIF Reporting** – Staff drafted all of the annual TIF reports, and property noticed the taxing bodies. The annual JRB to review the TIF reports was on 11/14.
5. **Economic Development Corporation** – Staff attended the November meeting at Waubensee Community College.
6. **Economic Development** – In the absence of an Economic Development Director the Village Administrator is meeting with potential businesses.
7. **Annual Levy** – Staff worked with our finance consultant and the County on the annual levy request and reached different options after discussion on 11/4.
8. **Meeting Calendar** – Staff posted the annual meeting calendar for 2026.
9. **Records** – Staff went through records storage and identified 25 boxes that can be destroyed. State verification was received, and the boxes will be destroyed after November 30, 2025.
10. **Social Media** – Staff is collaborating with other agencies to promote community events.
11. **FOIA Requests** – Staff continues to work on various requests.
12. **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:** NOVEMBER 18, 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.

**Proposed Special Use** – met with fellow staff to discuss a proposed special use permit.

**Brighton Ridge** – attended the preconstruction meeting.

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

**EDC-** attended the EDC Board meeting.

**Redwood** – met with fellow staff to meet the new lead of the Redwood project.

**JRB** – attended the Joint Review Board meeting.

**Tasks/Updates:**

**Lennar** – mass earthwork about finished, they are beginning on the underground work.

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

**Jiffy Lube** – permit issued, work has started. Minor PUD Amendment approved. Potentially opening beginning of December.

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

**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.

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

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

**DATE:** NOVEMBER 14, 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:**

- None to report since the last staff report.

**Community Engagement:**

Commercial vehicle inspections are conducted daily across the state by the Illinois State Police. Today, ISP is in Sugar Grove (Sugar Grove Parkway and Galena) performing safety inspections on trucks. The Illinois State Police, Illinois Commerce Commission Police, IDOT, and the Sugar Grove Police Department are working together to improve roadway safety for drivers. The Illinois State Police oversee areas throughout the state where they set up temporary weigh stations for trucks. This campaign also addresses overweight commercial and passenger trucks, safety inspections, and other minor violations. This team effort aims to reduce the dangers caused by non-roadworthy commercial vehicles, which can lead to accidents, rollovers, and jackknifing.



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The campaign resulted in 19 truck inspections, 4 citations, 77 written warnings, 5 drivers taken out of service for infractions, and 8 commercial vehicles taken out of service for infractions. The trucks remained parked on Galena Rd until infractions or repairs were completed, allowing them to move.

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

- The Police Law Institute's November monthly computer-based training covers Understanding and Identifying Implicit Bias and Cultural Competency, Tactics to Prevent Bias from Influencing Enforcement Decisions, Legal Rulings and Implicit Bias, Racial Profiling Law, Evidence-Based Enforcement, and Minimizing Exposure to lawsuits.
- Department-wide monthly defensive tactics training for November includes Pressure Point Compliance.
- Chief Rollins and Deputy Chief Alcaraz took part in a roundtable exercise with the FAA and public safety members at Aurora Airport on November 12.
- Deputy Chief Alcaraz and Sgt. Kurzawa attended advanced de-escalation techniques training on November 13 in Schaumburg.
- Mutual Ground conducted roll-call training for all three shifts on November 12.
- Officer Zach Turnbow began the field training program on September 1, 2025. He is currently teamed with FTO Koller on the midnight shift. The program lasts about three months before progressing to the solo patrol phase of training. He recently finished phase 2 of 3 of his training on the Afternoon Shift.

### **Administrative:**

- Village Staff met with the Patrol FOP for union negotiations on November 11, as their contract expires in April 2026.
- Chief Rollins attended the monthly Tri-Com Executive Board meeting held at Tri-Com on November 12.
- 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 continue driving through neighborhoods overnight, informing residents with open garage doors and offering assistance to secure their garages.
- Officers have been issuing courtesy warnings to vehicles blocking the sidewalks. Repeat offenders could face citations.



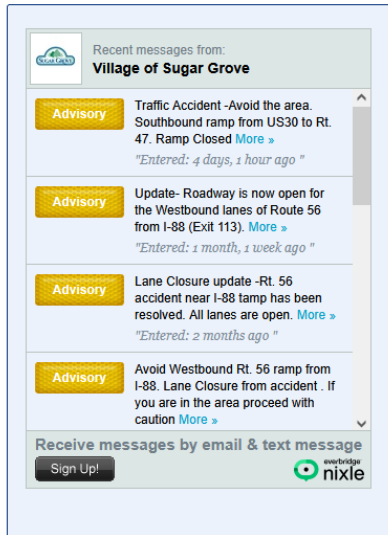
- Speed Radar Pole Signs:

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' weekly silent test occurred on November 10 at 9:01 a.m. All Sirens are functioning correctly.

Mon, Nov 10, 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	11/10/25	08:10	AM	SILENT GRL command.	PASS	PASS	PASS
SG01	11/10/25	08:10	AM	SILENT GRL command.	PASS	PASS	PASS
SG02	11/10/25	08:10	AM	SILENT GRL command.	PASS	PASS	PASS
SG03	11/10/25	08:10	AM	SILENT GRL command.	PASS	PASS	PASS
SG04	11/10/25	08:10	AM	SILENT GRL command.	PASS	PASS	PASS
SG05	11/10/25	08:10	AM	SILENT GRL command.	PASS	PASS	PASS
SG06	11/10/25	08:10	AM	SILENT GRL command.	PASS	PASS	PASS

### **Police Building Construction Development:**

- The construction permit was issued on October 20.
- The concrete foundation walls for the addition were formed and poured on top of the previously poured footing.
- The footing and foundation wall were poured for the front lobby addition.
- Mechanical HVAAS work is in progress, with vents and piping being installed in the existing space.
- The plumbing crew is cutting into the slab for new plumbing fixture locations.
- The sallyport area has been backfilled and compacted to ready it for the in-floor heating system.



- On November 6, 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: -**

- None to report for this period.
- Beginning Balance in the Budgeted Construction Contingency Fund remains at \$325,000

### **Upcoming Activities:**

- December 5th and 6<sup>th</sup> -Holiday in the Grove



# STAFF REPORT

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

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

**DATE:** NOVEMBER 11, 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 IRMA Public Works Steering Committee Meeting.  
I attended the Notice of Status Hearing IL 47 widening project.  
I met with representatives from Redwood to discuss their concept plan.  
I attended the Brighton Ridge Pre-Construction Meeting.  
I attended the bi-weekly SGPD Project Meeting.  
I attended the IDOT Pre-Construction Meeting for a tree removal project.

**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 should be complete by the end of November.  
Temp Police Station, Public Works, will be installing the fence in the next few weeks.

**Public Works Daily Operations:**

Completed Village wide fall clean-up.  
Staff removed the Village decorative banners.  
The fall 50/50 parkway tree program is complete, a total of 33 trees were planted.  
Staff patched 11 curbs throughout the Village.  
Staff & J&S Construction repaired a section of watermain on Dugan Road.  
Staff completed monthly inspections of Village facilities.  
Staff are continuing annual PM on the snow & ice control fleet.  
Staff poured a concrete apron that was removed to repair a water main break.  
Staff completed 149 Julie Locates since November 1, 2025.