



BOARD REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: SCOTT KOEPPPEL, VILLAGE ADMINISTRATOR
TRACEY CONTI, EXECUTIVE ASSISTANT & VILLAGE CLERK

SUBJECT: DISCUSSION: 2026 VILLAGE MEETING SCHEDULE

AGENDA: 10/21/2025

DATE: 1/1/2025

ISSUE

Village Board discussion regarding the 2026 meeting schedule for the following:

- Village Board Meetings
- Plan Commission/ZBA Meetings
- Board of Police Commissioners Meetings
- Police Pension Board Meetings
- Administrative Adjudication Hearings

DISCUSSION

Village Board meetings are scheduled by Village Code, Section 1-8-2, which states that all Regular Board Meetings shall be held at 6:00 p.m. on the first and third Tuesday of each month. The statute requires the schedule to be reviewed, approved, posted, and sent to all news publications that request a copy. The statute further allows for the dates and place of any meeting to be amended and allows for special and emergency meetings to be convened upon publication of an agenda.

The Board of Police Commissioners and the Plan Commission meetings are held monthly, and the commissions set the meeting day. Both meet on the third Wednesday of each month at 6:00 p.m. and 7:00 p.m., respectively. The Police Pension Board meets quarterly on the third Friday at 8:00 a.m. The Administrative Adjudication Hearings take place on the second Wednesday of every month at 2:30 p.m.

In 2025, the Board decided to eliminate two meetings from the calendar: April 1, 2025, election day, and August 5, 2025, for the Kaneland School Summer Schedule.

For 2026, staff requests direction from the Board about the meeting on August 4, 2026, that falls during the Kaneland School Summer Schedule. There are no conflicts with any other meetings.

COST

There is no cost associated with this discussion item.

ATTACHMENTS

2026 Meeting Calendar - Draft

RECOMMENDATION

The Board discusses the 2026 Meeting Calendar and directs staff.



2026 Meeting Calendar

Village Board Meetings

1st and 3rd Tuesday of Every Month at **6 pm**, at the **Sugar Grove Library, 125 S Municipal Dr.**

Plan Commission/ZBA Meetings

3rd Wednesday of Every Month at **6 pm**, at the **Sugar Grove Library, 125 S. Municipal Dr.**

Police Commission Meetings

3rd Wednesday of Every Month at **6 pm**, at the **Sugar Grove Fire Protection District 25 S Municipal Drive**

Police Pension Board Meetings

3rd Friday of January, April, July, and October at **8 am**, at the **Sugar Grove Fire Protection District**

Administrative Adjudication Hearing

2nd Wednesday of Every Month at **2:30 pm**, at the **Sugar Grove Fire Protection District 25 S Municipal Drive**

Closed on the Following Dates

New Year's Day	January 1, 2026
MLK Jr. Day	January 19, 2026
President's Day	February 16, 2026
Memorial Day	May 25, 2026
Juneteenth	June 19, 2026
Independence Day	July 3, 2026
Labor Day	September 7, 2026
Columbus Day	October 12, 2026
Thanksgiving	Nov. 26 & 27, 2026
Christmas	Dec. 24 & 25, 2026

Village of Sugar Grove
160 S. Municipal Drive, Suite 110
Sugar Grove, IL 60554
Phone: 630-391-7200
Sugargroveil.gov

JANUARY 2026						
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DECEMBER 2026						
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