



BOARD REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: PATRICK J. ROLLINS, CHIEF OF POLICE,
SCOTT KOEPPPEL, VILLAGE ADMINISTRATOR
BRAD MERKEL, DIRECTOR OF PUBLIC WORKS

SUBJECT: RESOLUTION: AUTHORIZING THE PD BUILDING COMMITTEE TO MAKE
FINANCIAL APPROVAL DECISIONS FROM THE DESIGNATED PD BLDG.
CONTINGENCY FUND UP TO \$25,000 PER OCCURRENCE

AGENDA: 9/2/2025

DATE: 8/27/2025

ISSUE

Should the Village Board authorize the PD Building Committee to streamline the PD remodel/construction project by granting the committee approval to make and spend up to \$25,000 from the contingency fund, per occurrence, for goods or services that arise during the construction phase.

DISCUSSION

The Village Board, at its meeting on August 19, 2025, authorized an agreement with Cordogan Clark Architects to accept the nine different bid categories from the lowest responsible bidders. Part of the approved funds for the project includes a contingency fund for goods or services that may be needed during the project's course. To address issues that may arise during construction, it was suggested at that board meeting that the PD Building Committee — consisting of the Village Administrator, Chief of Police, and Director of Public Works — be allowed to keep the project moving forward on the designated timeline by being granted the authority to approve spending up to \$25,000 per occurrence. The Chief of Police will include a section dedicated to this project in his staff report, which will provide an update on the project and outline the use of the contingency fund since the last board meeting. Items exceeding \$25,000 would be brought back before the Village Board for discussion and approval.

COST

No cost for authorizing the PD Building Committee to grant authority for spending out of the contingency fund.

ATTACHMENTS

Resolution

RECOMMENDATION

That the Village Board approve Resolution # 090225PD authorizing the PD Building Committee the authority to spend PD Building Construction Project Contingency Funds for goods or services up to \$25,000 per occurrence.



**VILLAGE OF SUGAR GROVE
KANE COUNTY, ILLINOIS**

RESOLUTION NO.: 090225-PD

**A RESOLUTION AUTHORIZING THE POLICE DEPARTMENT BUILDING COMMITTEE
TO APPROVE CHANGE ORDERS IN AN AMOUNT UP TO \$25,000 FROM THE
APPROVED PD BUILDING CONTINGENCY FUND.**

WHEREAS, the Village of Sugar Grove is an Illinois non-home rule Municipal Corporation with the powers and authority granted to it pursuant to the provisions of the Village Code of Ordinances, the Illinois Constitution of 1970, and the Illinois Municipal Code, 65 ILCS 5/1-1-1, et seq., and

WHEREAS, the Village of Sugar Grove desires to modernize the police department facility for improved efficiency and operational effectiveness, and

WHEREAS, the Village of Sugar Grove entered into an agreement with Cordogan Clark Architects for an Engagement Letter starting in January 2025, under which the Village will use the services of Cordogan Clark Architects for the Police Department Building Design and Construction Management Project, and

WHEREAS, the police department building project has a contingency fund built into the police building project with Cordogan Clark, and

WHEREAS, during construction, matters or changes come up that need to be addressed in a timely manner, and

WHEREAS, the police department building committee (Village Administrator, Director of Public Works, and Police Chief) need the flexibility to address in a timely manner regarding goods and services for the project that were not initially known during the scope of the project that come up, and

WHEREAS, the Village Board grants the PD Building Committee authorization to approve monies to be spent out of the PD Building Contingency Fund up to \$25,000 per occurrence, and

WHEREAS the Village of Sugar Grove Board will approve funds exceeding \$25,000 at a Special Meeting or Regular Meeting to keep the project on its timeline.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, as follows:

The Village Board grants the spending authority to the PD Building Committee for change orders, goods or services needed to keep the project on its timeline.

PASSED AND APPROVED by the President and the Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, on this **2nd** day of **September 2025.**

Sue Stillwell, Village President

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 | _____ | _____ | _____ | _____ | _____ |