



STAFF REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: SCOTT KOEPEL, VILLAGE ADMINISTRATOR
DATE: APRIL 21, 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.
2. **Hankes Road Bridge** – Staff is working with the Village Attorney on an IGA with the Township and Road District.
3. **Budget** – Staff continued to work on the 26-27 budget.
4. **Economic Development Corporation** – Staff attended the Sugar Grove Economic Development Corporation meeting at Waubensee Community College.
5. **MetroWest Legislative Committee** – Staff attended the MetroWest Legislative Committee.
6. **Motel Study** – Staff is working with the Aurora CVB on a motel study for the region and locally. The Economic Development Corporation is going to partner with the Village on the cost.
7. **CMAQ Grant** – Staff collaborated with other departments and the Park District on a grant application with CMAQ for an updated bike and pedestrian plan.
8. **Economic Development** – In the absence of an Economic Development Director the Village Administrator is meeting with potential businesses.
9. **Social Media** – Staff provided updates on social media to the public.
10. **FOIA Requests** – Staff continues to work on various requests.
11. **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: APRIL 17, 2026

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

Tasks/Updates

- **Grocery Sales Tax** The Village received it's first disbursement of Grocery Sales Tax for January's collection period in the amount of \$21,347.47
- **Fiscal Year 2027 Budget** As budget season is coming to a close, I have been finalizing all schedules, completing a thorough review and drafting the Transmittal Letter.
- **Timekeeping Contract** I have been working with Andrew's Technology to get references for small governments with Public Safety Departments. They have agreed to extend the pricing through the end May so that we have time to complete reference checks.
- **Hiring Process** I have been working with Public Works Staff to extend an offer for the Maintenance Worker I position.

Meetings

- **Audit Entrance Conference** I met with Lauterbach & Amen staff to go over the fiscal year 2026 Audit Timeline and deliverables. This year, I have added to the scope of the Audit Fraud Interviews for all Senior Staff and a thorough review of process for improvements to internal controls.



STAFF REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: DANIELLE MARION, COMMUNITY DEVELOPMENT DIRECTOR

DATE: APRIL 21, 2026

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.
- Grant App** – met with fellow staff to work on a grant application.
- BS&A** – met with our BS&A representative to go over online permit submittals.
- Brighton Ridge** – attended a preconstruction meeting for Lennar.
- Ryan Homes** – met with Ryan Homes to discuss monotony requirements.
- EDC** – attended the EDC board meeting.
- School District Bus Barn** – met with fellow staff and the fire department for a pre-con with the ROE.
- Potential Developer** – met with a potential developer to discuss their project.
- M/I Homes** – met with M/I Homes for a preconstruction meeting.

Tasks/Updates:

- Lennar** – Model home permits issued.
- Settlers Ridge Areas 5 & 6** – Work has started. Model homes completed. Underground work complete. Permits are being issued.
- Code updates** – working on several text amendments.

Planning & Zoning:

- Prepare agenda material for the Plan Commission meeting.
- 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 will start again mid-April.



STAFF REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: PAT ROLLINS, CHIEF OF POLICE

DATE: APRIL 16, 2026

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

Conferences / Training / Seminars:

- The Police Law Institute's April online training covers penalties for using a license plate flipper, monitoring public meetings, BWC use in medical settings, public indecency arrests without a cooperating witness, enforcing the law across jurisdictions, and lawful entries onto private outdoor property.
- Department-wide monthly defensive tactics training for April includes Spontaneous Knife Defense training.
- School Resource Officer Thoele attended a 16-hour Certified Instructor ALICE training on April 6 and 7, hosted at the Illinois Math and Science Academy.
- In-house training for Stop the Bleed was held this month, during which officers practiced applying tourniquets, pressure bandages, chest seals, and wound packing. Detective Batitsas is certified as the department's instructor.
- Department members qualified with their duty handguns on April 15 at the North Aurora Police Department range.
- Deputy Chief Alcaraz and Officer Moreno attended the monthly ILEAS Mobile Field Force training on April 16, held in Elgin.
- Officers Rivera and Lullo are attending the 16-week police academy training at the Suburban Law Enforcement Academy (SLEA), which began on January 5, 2026. They have completed their fifteenth of sixteen weeks and will graduate from the Police Academy on April 24, 2026. Upon completing their academy training, they will begin the department's three-month field training program the following week.

Administrative:

- Chief Rollins and Administrative Officer Hanold attended the Police Chief's Steering Committee meeting for IRMA on April 7, held at the NIU facility in Naperville.
- Chief Rollins attended the Department Head meeting at the Village Executive Office on April 7.
- On April 7, Chief Rollins participated in a virtual meeting with a vendor regarding

security cameras for our interview room and detention center.

- April 8, Administrative Officer Hanold represented the department at the monthly Administrative Hearings meeting, hosted by the fire department.
- The Village's police building committee met with the architects during the bi-weekly owner/architects virtual meeting on April 9.
- Chief Rollins attended the Tri-Com Structural Documents meeting on April 9, hosted at the Geneva Fire Station, to review funding formulas for participating agencies.
- Chief Rollins participated in a review of two Intergovernmental Agreements expiring over the next six months. The meeting was held in the Village Executive Conference Room, with Administrator Koeppel and Finance Director Johns providing valuable input and recommendations.
- Chief Rollins attended the Department Head meeting at the Village Executive Office on April 14.
- April 15, staff met with the interior designer from Cordogan Clark Architects on April 15 regarding selecting furniture for the new police department renovated spaces.
- Chief Rollins and Administrative Officer attended the monthly Kane County Chiefs of Police Association meeting on April 16, hosted at the Batavia Police Department.
- Chief Rollins participated in the ETSB Executive Board meeting on April 16 hosted in Batavia.

Directed Patrols and Crime Prevention Activity:

- Officers patrol neighborhoods overnight, informing residents with 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.

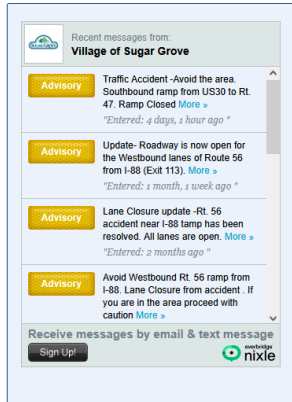


- Speed Radar Pole Signs:
 - Unit # 1 – not deployed during this time frame
 - Unit # 2 – not deployed during this time frame

Emergency Preparedness:

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

COMMUNITY ALERTS



- The Monthly audible test of the Emergency Warning Sirens occurred on April 7 at 10 A.M. All sirens were functioning properly.
- The weekly silent test of the Emergency Warning Sirens occurred on April 13 at 09:01 a.m. — All sirens are working correctly.

Mon, Apr 13, 2026 09:01 AM

**SYSTEM 4000 CENTRAL CONTROL
INTERROGATION SUMMARY**

SUGAR GROVE

Site	Command	Output	Input
AU18	04/13/26 08:10 AM SILENT GRL command.	PASS	PASS
SG01	04/13/26 08:10 AM SILENT GRL command.	PASS	PASS
SG02	04/13/26 08:10 AM SILENT GRL command.	PASS	PASS
SG03	04/13/26 08:10 AM SILENT GRL command.	PASS	PASS
SG04	04/13/26 08:10 AM SILENT GRL command.	PASS	PASS
SG05	04/13/26 08:10 AM SILENT GRL command.	PASS	PASS
SG06	04/13/26 08:10 AM SILENT GRL command.	PASS	PASS

- The Chicagoland area experienced several severe storms in the month of April. Large hail and severe thunderstorm warnings were issued by the National Weather Service. Sugar Grove’s Emergency Management monitored the storm and stayed in contact with patrol and the Director of Public Works to coordinate a response if necessary.

Police Building Construction Development Update:

- On April 9, Chief Rollins, Village Administrator Koepfel, and PW Director Merkel attended the bi-weekly meeting with Cordogan Clark regarding the police department remodel/addition project. Status updates were provided, including the construction timeline for the next couple of weeks. The project remains on schedule.
- Electrical work is progressing in interior areas, supplying low-voltage power to the existing portion of the building.
- The plumbing contractors continue their work throughout the facility, installing new lines and vents.
- Mechanical work is progressing, and HVAC equipment is being installed.
- The Fire Sprinkler contractor is installing service lines and sprinkler heads as the various workspaces are ready for their installation.
- The General Contractor is building the interior walls and corridors and working on the new addition, while the entire roof has been shingled. Concrete work for the Sallyport and Evidence/Storage area was completed in the past two weeks.
- On-site meetings are happening daily.



Change Orders: -

- The Police Department Building team reviewed the change orders for the project and approved 11 of the change orders since inception.

Beginning

Balance: \$325,000.00

11 change orders were approved

See below for details: \$ 98,391.00

Ending Balance: \$226,609

Village of Sugar Grove
 Sugar Grove Police Department Renovation & Addition
 Contingency & Allowance Projected Usage Log
 March 4, 2028



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 Transom 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.
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

March 4, 2026



ITEM #	DESCRIPTION OF CHANGE	POTENTIAL COST (ESTIMATED)	ACTUAL COST	REASON OR CAUSE OF POSSIBLE CHANGE
11	Entrance Planter Changes		\$21,000	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				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				
33				
34				
35				
36				
37				
SUBTOTAL:		\$0	\$98,391	

Total Allowances & Contingency:	\$325,000
Potential Estimated Additional Costs:	\$0
Actual Allowance & Contingency Needed:	\$98,391
Total Potential Allowance & Contingency Usage:	\$98,391
Remaining Allowances & Contingency:	\$226,609
Percent of Allowance & Contingency Used:	30%
Percent of Allowance & Contingency Potentially Used:	30%
Project Completion Percentage:	60%

Upcoming Activities:

- None to report



STAFF REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: BRAD MERKEL, PUBLIC WORKS DIRECTOR
DATE: APRIL 13, 2026

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

Meetings:

I attended the bi-weekly SGPD Project Meeting.
I have been working on the FYE 2027 Budget.

Public Works Projects:

US 30 & Municipal Drive Pedestrian Crossing. This project is complete except for the punch list.

IL 47 & Park Ave. intersection improvements. This project started April 13, 2026. Staff estimate 1 month's construction time.

Public Works Daily Operations:

Staff completed spring PM on the village mowing equipment.
Staff restored landscaping at 3 excavation sites.
Staff hauled spoils from winter excavations to the Clean Fill.
Staff made repairs to the enclosed mowing trailer.
Staff are working on repairs needed by IRMA facility inspection at Public Works.
Staff completed Village wide Fire Hydrant flushing.
Staff repaired 2 streetlights.
Staff completed 182 Julie Locates from April 3rd, 2026.