



STAFF REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: SCOTT KOEPPPEL, VILLAGE ADMINISTRATOR

DATE: AUGUST 4, 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. **Communications Intern** – Staff is drafting the job description and other materials for the planned intern.
3. **Battery Recycling** – Staff met with the Sugar Grove Fire Protection District to discuss their battery recycling program and potential for the Village as well.
4. **PTMA Annual Finance Seminar**– Staff attended the most recent PTMA Finance Seminar. Topics included changes in the market, AI, auditing best practices, and bond guidance.
5. **Interviews** – Staff participated in part-time building inspector interviews.
6. **Economic Development** –Staff met with current and potential businesses.
7. **Meeting with Auditors** – Staff met with the Auditors.
8. **Social Media** – Staff provided updates on social media to the public.
9. **FOIA Requests** – Staff continues to work on various requests. There has been an increase in complex FOIA requests in the past month.
10. **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: AUGUST 4, 2026

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

Tasks/Updates

- **Timekeeping Contract** Staff completed the kickoff call with Andrew's technology and have outlined the timeline from the contract. Our existing key fob system will interface with the proposed timeclocks.
- **Audit Process** Follow up items have been submitted to auditors and we are awaiting the first draft.
- **IMRF Wage Reporting Employer Compliance Review** The Village of Sugar Grove has been selected for a remote IMRF Review which should take approximately 5 weeks. The Village has returned a comprehensive list of documentation and follow up items.
- **Accounts Payable/ Payroll Fiscal Clerk Opening** Sheryl's last day with the Village was July 30th and the Village hosted a nice going away celebration for her at Public Works. Staff has worked through cross training with Sheryl so there will be no interruption in services while the position is vacant. The Village received a significant amount of interest in the position and reviewed applications after the position had been posted for two and half weeks. Staff conducted eight interviews for the position and are working through the selection process.
- **Bank Account Update** The Village created new bank accounts PTMA and will be transferring a significant amount of TIF1 and TIF2 funds there to maximize investment yield.

Training

- **July 22, 2026 Police Pension Training.** I completed the Pensionable Salary Training as the my required 16 hours of first year Police Pension Trustee Training. To date, I have completed 5 out of the 16 required hours of Training.



STAFF REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: DANIELLE MARION, COMMUNITY DEVELOPMENT DIRECTOR

DATE: JULY 24, 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.

Brighton Ridge – met with fellow staff and Lennar to discuss gas meters.

Interviews – continued interviews for the part-time inspector position.

Sign Code Update – met to discuss the sign code update.

Tasks/Updates:

Lennar – 34 New Home Permits have been issued so far this year.

Settlers Ridge – 10 New Home Permits have been issued so far this year.

The Grove Area 1 – master plan reviews are completed. Model homes under review.

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:

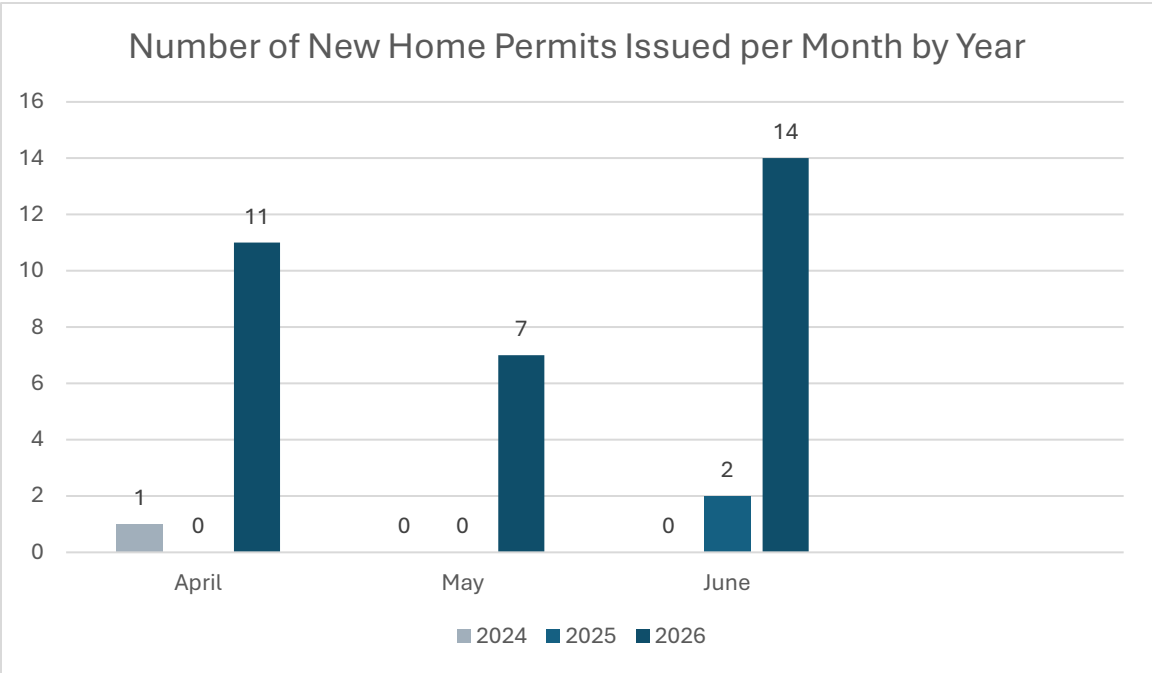
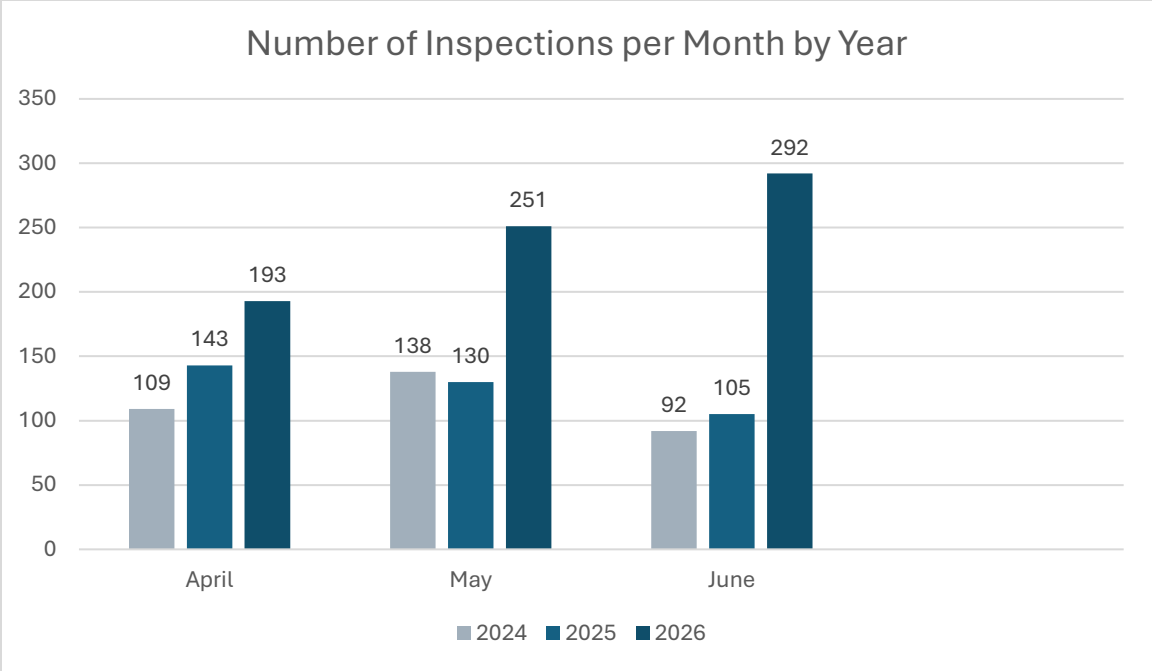
Completed multiple plan reviews and building inspections.

Issued multiple permits.

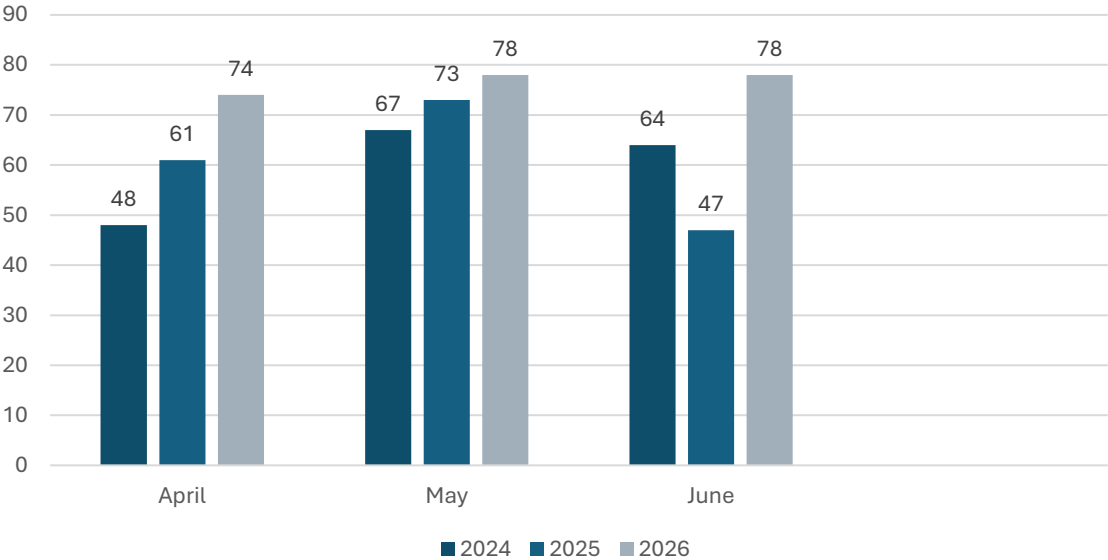
Completed building code updates.

Property Maintenance/Code Enforcement:

Sited multiple property maintenance violations to include grass, weeds, garbage, trailers.



Number of Other Permits Issued per Month by Year



STAFF REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: PAT ROLLINS, CHIEF OF POLICE

DATE: JULY 31, 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 July online training covered an introduction to Unmanned Aircraft, Federal Drone Law, Drone Operations Under Part 107 - FAA Pilot Certification, Federal Crimes Involving Drones, Illinois Drone Law, Investigating Drone Violations, and Use of Drones by Law Enforcement.
- Department-wide monthly defensive tactics training for July focused on pressure point control tactics
- Officers Rivera and Lullo completed their three-month field training programs, and both have been released to "solo patrol" (on their own).

Administrative:

- Chief Rollins attended the Department Head meeting at the Village Executive Office on July 21.
- On July 22, 2026, the monthly Command Staff meeting was held at the police department.
- The entire department participated in providing public safety and traffic control during the Sugar Grove Corn Boil from July 23-26. And provided community engagement opportunities for those desiring to interact with the officers.



- A Special Meeting of the Police Commission was held on Monday, July 27, to finalize the Eligibility List for Police Officer. The list is valid for two years or may end sooner if the candidate list is exhausted.
- Chief Rollins attended the Department Head meeting at the Village Executive Office on July 28.
- Chief Rollins participated in the Tri-Com Structural Documents Committee meeting held in Geneva on July 29.

Directed Patrols and Crime Prevention Activity:

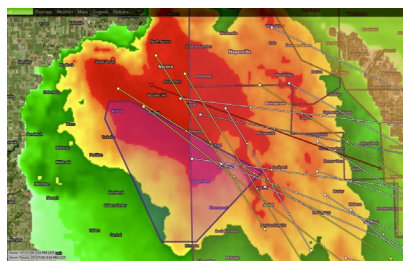
- Officers patrol neighborhoods overnight, informing residents about open garage doors and offering to help secure their garages.
- Officers have been issuing courtesy warnings to vehicles blocking the sidewalks. Repeat offenders may receive citations.



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

Emergency Preparedness:

- The National Weather Service activated the Sugar Grove Emergency Warning Sirens on Monday, July 27 after 3 pm when a passing storm showed signs of tornadic activity in the general area.



COMMUNITY ALERTS



Recent messages from:
Village of Sugar Grove

Advisory

Traffic Accident -Avoid the area. Southbound ramp from US30 to Rt. 47. Ramp Closed [More »](#)
"Entered: 4 days, 1 hour ago "

Advisory

Update- Roadway is now open for the Westbound lanes of Route 56 from I-88 (Exit 113). [More »](#)
"Entered: 1 month, 1 week ago "

Advisory

Lane Closure update -Rt. 56 accident near I-88 ramp has been resolved. All lanes are open. [More »](#)
"Entered: 2 months ago "

Advisory

Avoid Westbound Rt. 56 ramp from I-88. Lane Closure from accident . If you are in the area proceed with caution [More »](#)

Receive messages by email & text message

Sign Up! 

- The weekly silent test of the Emergency Warning Sirens occurred on July 27 at 8:10 a.m. — All sirens are working correctly.

Mon, Jul 27, 2026 09:01 AM

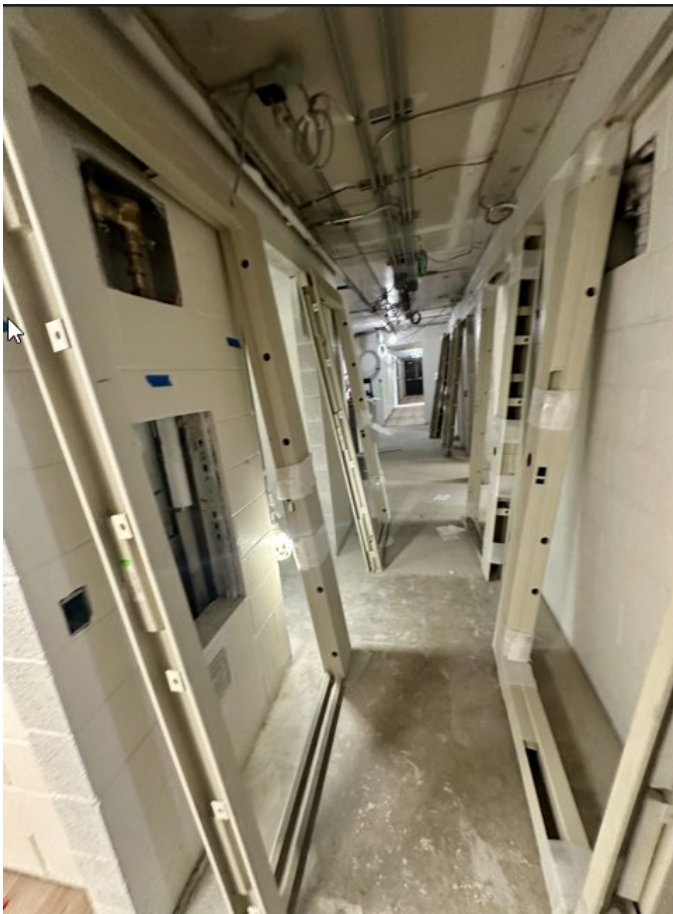
SYSTEM 4000 CENTRAL CONTROL
INTERROGATION SUMMARY

SUGAR GROVE

Site	Command				Output	Input	Batt
SG01	07/27/26	08:10 AM	SILENT	GRL command.	PASS	PASS	PASS
SG02	07/27/26	08:10 AM	SILENT	GRL command.	PASS	PASS	PASS
SG03	07/27/26	08:10 AM	SILENT	GRL command.	PASS	PASS	PASS
SG04	07/27/26	08:10 AM	SILENT	GRL command.	PASS	PASS	PASS
SG05	07/27/26	08:10 AM	SILENT	GRL command.	PASS	PASS	PASS
SG06	07/27/26	08:10 AM	SILENT	GRL command.	PASS	PASS	PASS
SG07	07/27/26	08:10 AM	SILENT	GRL command.	PASS	PASS	PASS

Police Building Construction Development Update:

- On-site meetings are happening daily.
- The PD Building Committee met at its bi-weekly owner/architect virtual meeting on July 30.
- This last period has been slow, with various trades not working at the site.
- HVAC ductwork in the evidence room, security concerns, and space needs of the room, as outlined in the change order approved by the Village Board, are being addressed with the various trades affected by relocating the ductwork.
- Chief Rollins met with the furniture vendor on-site on July 31 to review the furniture measurements and specifications.
- Detention door frames were delivered and installed this past period.



Change Orders: -

- The Police Department Building team reviewed the change orders for the project and approved 13 of them since inception. In addition, there are a number of items on the list, with numbers yet to be finalized, and projections/estimates are included in the document. The Contingency Budget for the project was allocated at \$325,000.

- As of July 16, the Contingency Budget monies expended are \$170,910, with a potential estimated cost of \$123,311 in projected changes with estimated costs, leaving a balance in the fund of \$30,779 for the remainder of the project.

Village of Sugar Grove

Sugar Grove Police Department Renovation & Addition

Contingency & Allowance Projected Usage Log

July 16, 2025



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 & SGT 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. CC working on elimination of this cost
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

July 16, 2026



ITEM #	DESCRIPTION OF CHANGE	POTENTIAL COST (ESTIMATED)	ACTUAL COST	REASON OR CAUSE OF POSSIBLE CHANGE
11	Entrance Planter Changes		\$21,736	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	Electrical & AV/Data Potential Owner Added Scope		\$18,451	Low voltage and AV scope changes requested during walk-through with Chief Rollins. Being vetted by Cordogan Clark
13	Personnel Lockers		\$12,255	Mechanical and Electrical systems requested to vent the personnel lockers at the locker room. (Omission; verbally approved at 3.12.26 OAC)
14	Fox Metro Sanitary Add			Addition of piping, flowable fill piping insulation and resetting of pipping slope to 1% as required by Fox Metro. (AHJ Required at Permit Review - Post Bid. VOSG has elected to contract directly with their vendor)
15	Foundation Underpinning Credit	(\$3,500)		Credit for underpinning of foundations originally in scope for poor soils. It was determined that the existing site conditions were suitable for bearing of foundations without stabilization.
16	Sally Port Foldable Partition			Under Review - source pricing for uline
17	Sally Port Foldable Partition (Uline)			
18	Evidence Room HVAC Option 1		\$28,836	move into attic - selected by village board
19	Evidence Room HVAC Option 2		(\$8,900)	credit to be provided by CCA for value of security bars
20	New Vestibule Door		\$15,000	PR 011
21	New Cabinet at Patrol Area		\$2,500	PR 013
22	New GFCI Outlets		\$743	Required during field inspection by building inspector
23	Detective Office Plaster		\$2,898	
24	Additional outlets for Axon			Directions per Chief - awaiting pricing
25	Potential add of new sub panel	\$5,000		
26	Upgrade from Urethane Flooring to Epoxy Flooring	\$20,000		Current pricing shows \$19,050 without credit for existing scope...anticipated cost.
27	Furniture Enhancement	\$23,000		
28	Appliances & Owner Equipment	\$65,000		
29	PR 017	\$13,811		Parking lot additions requested by VOSG
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37				

Village of Sugar Grove
Sugar Grove Police Department Renovation & Addition
Contingency & Allowance Projected Usage Log
 July 16, 2026



ITEM #	DESCRIPTION OF CHANGE	POTENTIAL COST (ESTIMATED)	ACTUAL COST	REASON OR CAUSE OF POSSIBLE CHANGE
SUBTOTAL:		\$123,311	\$170,910	

Total Allowances & Contingency:	\$325,000
Potential Estimated Additional Costs:	\$123,311
Actual Allowance & Contingency Needed:	\$170,910
Total Potential Allowance & Contingency Usage:	\$294,221
Remaining Allowances & Contingency:	\$30,779
Percent of Allowance & Contingency Used:	53%
Percent of Allowance & Contingency Potentially Used:	91%
Project Completion Percentage:	80%

Upcoming Activities:

- August 14, 2026, Groovin' in the Grove -Food Truck Friday
- August 27, 2026, Groovin' in the Grove -Food Truck Friday (rescheduled from July)



STAFF REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: BRAD MERKEL, PUBLIC WORKS DIRECTOR

DATE: JULY 29, 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 attended the IDOT Status of Hearing Meeting regarding the BNSF.
Staff attended the RRA meetings.
I attended KKCOM Transportation Policy Committee Meeting.
I attended the NWP Meeting.

Public Works Projects:

Fire Hydrant repainting project has started and is estimated to be complete by the end of August.
Wheeler Road resurfacing project. This project is scheduled for completion in the fall.
Merrill Road resurfacing project. This project is scheduled for completion in the fall.
Dugan Road resurfacing project. This project is scheduled for completion in the fall.

Public Works Daily Operations:

Staff are testing fire hydrants in preparation for the annual painting project.
Staff completed Village wide ROW mowing.
Staff ground and restored 12 stumps from tree removals.
Staff pothole patched village wide.
Staff completed 192 Julie Locates from July 21st, 2026.
Staff completed weekly Village facility mowing.
Staff cleaned several roads of runoff mud from the storms.
Staff repaired two watermain breaks on Snow Street.
Staff patched the two watermain break locations with 17 tons of hot mix asphalt.
Staff assisted in Corn Boil set-up and clean-up.