



STAFF REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: SCOTT KOEPEL, VILLAGE ADMINISTRATOR

DATE: FEBRUARY 17, 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 with the construction manager and architects.
2. **Hankes Road Bridge** – Staff has received several calls and emails from concerned residents. Staff continues to work with IDOT on a resolution.
3. **Budget** – Staff is working on the 26-27 budget.
4. **MetroNet** – Staff met with the local MetroNet representative.
5. **Economic Development** – In the absence of an Economic Development Director the Village Administrator is meeting with potential businesses.
6. **Park and 47** – Staff attended the Park & 47 bid opening.
7. **Internship Program** – Staff met with Waubensee and Aurora University to discuss a potential internship program.
8. **Social Media** – Staff provided updates on social media to the public.
9. **FOIA Requests** – Staff continues to work on various requests.
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: FEBRUARY 12, 2026

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

Tasks/Updates:

- **FY 26-27 Budget** Staff has been hard at work entering requests for the Fiscal Year 26-27 Budget. Internals Budget meetings for the General Fund will be taking place during the second week of February.
- **Grant Reimbursement.** Staff has submitted required quarterly reports and reimbursement request in the amount of \$65,096.96 for the US 30/ Municipal Drive Pedestrian Crossing DCEO Grant. The reimbursement has been received.

Meetings:

- Staff from Finance, Administration and Public Works met with our energy consultant to discuss the high charges at the Water Treatment Plant Electric bills and will work to reduce the charges by scheduling routine tasks on off peak hours when operationally possible.

Training:

- N/A



STAFF REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: DANIELLE MARION, COMMUNITY DEVELOPMENT DIRECTOR
DATE: FEBRUARY 17, 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.
Airport Solar – met with the applicants and engineers.
Sugar Grove Fire Protection District – met with Fire Dept. and fellow staff.
Preconstruction Meeting – attended a preconstruction meeting for Area 1.

Tasks/Updates:

Route 47 Wings & Tavern – issued final occupancy, opened February 9th.
Lennar – mass earthwork about finished, they are beginning on the underground work. Gave warnings about construction hours. Closely monitoring construction. Submitted master plans of each model for review.
Settlers Ridge Areas 5 & 6 – Work has started. Model homes completed. Underground work complete. Permits are being issued.
Jiffy Lube – Temporary Certificate of Occupancy Issued. Open for business.
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 has finished for the season.



STAFF REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: PAT ROLLINS, CHIEF OF POLICE

DATE: FEBRUARY 12, 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 February online training focused on new Illinois laws that took effect on January 1. Topics covered included the Ban on Devices that Obscure License Plates, Property Exempt from Impounded-Vehicle Liens, Expanded Bicycle Definition (now includes electric low-speed bicycles), Cyclist Compliance with Traffic Control Signals, Motorists Move Over for Cyclists Requirement, The Safe Gun Storage Act, Digital Assets Kiosk Act, Criminal Justice Information Systems Compliance, Expressway Camera Act Revisions, Public Rights-of-Way and Utility Pole Use, Arrest Alternative for Juvenile Domestic Violence Offenders, Officer Hiring and Transparency Mandates, and Emergency Assistance to Other Public Safety Agencies.
- Department-wide monthly defensive tactics training for February includes Impact Weapons and Collapsible Batons.
- 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 completed their six weeks of sixteen.

Administrative:

- Chief Rollins attended the Department Head meeting at the Village Executive Office on February 3.
- Chief Rollins attended the Kane County DUI Task Force Meeting, held in the Grand Jury Room at the main Courthouse, on February 5.
- Deputy Chief Alcaraz attended the Tri-Com Police Operations quarterly meeting held at Tri-Com on February 10, 2025.
- Chief Rollins attended the Department Head meeting at the Village Executive Office on February 10.
- Deputy Chief Alcaraz attended the monthly Administrative Hearing on February 11, 2026, at the Sugar Grove Fire Protection District HQ.
- Chief Rollins met with Village Administrator Koeppel at the temporary PD for their bi-

weekly meeting with ongoing updates and planning for the future on February 12.

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.

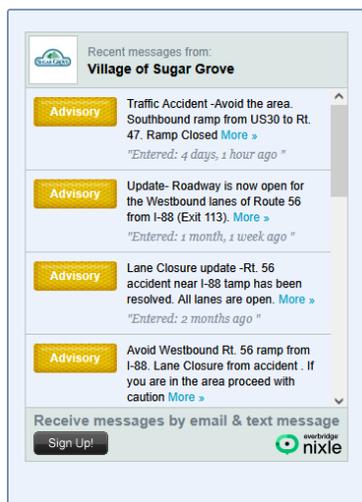


- Speed Radar Pole Signs:
 - Unit # 1 – not deployed during this time frame
 - Unit # 2 – not deployed during this time frame

Emergency Preparedness:

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

COMMUNITY ALERTS



- The monthly test of the Emergency Warning Sirens occurred on February 3 at 10 a.m. – All Sirens are working correctly

- The weekly silent test of the Emergency Warning Sirens occurred on February 9 at 08:10 a.m. — All sirens are working correctly.

Mon, Feb 09, 2026 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
AU18	02/09/26	08:10 AM	SILENT GRL command.	PASS	PASS
SG01	02/09/26	08:10 AM	SILENT GRL command.	PASS	PASS
SG02	02/09/26	08:10 AM	SILENT GRL command.	PASS	PASS
SG03	02/09/26	08:10 AM	SILENT GRL command.	PASS	PASS
SG04	02/09/26	08:10 AM	SILENT GRL command.	PASS	PASS
SG05	02/09/26	08:10 AM	SILENT GRL command.	PASS	PASS
SG06	02/09/26	08:10 AM	SILENT GRL command.	PASS	PASS

Police Building Construction Development Update:

- On February 12, Chief Rollins, 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, with interior work performed on days with colder weather. The outdoor front entrance canopy structure was built over the past couple of weeks on warmer days. In addition, several change orders were reviewed.
- Drywall is being hung in portions of the building, giving the rooms visual shape within the designated spaces. Some areas are ready for prime paint to be applied
- 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 to begin again installing service lines and sprinkler heads as the various workspaces are readied for their installation.
- The General Contractor is building the interior walls and corridors and working on the main entrance/lobby area.
- On-site meetings are happening daily.
- The Sally-port area will have the concrete deck panels installed on Friday, February 13, weather permitting. This space serves as the designated building's

storm shelter.



Change Orders: -

- Change Order # 1 \$3,350.00 for puddy pads applied to the backside of the wall electrical boxes to assist with soundproofing throughout some of the interior spaces has occurred.

Beginning

Balance: \$325,000.00

Change Order #1	\$3,350.00		Puddy Packs	1/23/2026	Kellenberger Electric

Ending Balance: \$321,650.00

Upcoming Activities:

- None to report



STAFF REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: BRAD MERKEL, PUBLIC WORKS DIRECTOR
DATE: FEBRUARY 12, 2026

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

Meetings:

I attended IL 47 & Park Ave. Project Bid Opening.
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. The crosswalk is open; a punch list and landscaping will be completed in the spring.

IL 47 & Park Ave. intersection improvements. Bids were opened on February 6, 2026. The results will be presented to the Village Board at the February 17, 2026, Village Board meeting for approval.

Public Works Daily Operations:

Staff repaired a broken water main on Calkin Drive.
Staff completed monthly facility inspections.
Staff have been trimming parkway trees in Walnut Woods.
Staff completed Village wide pothole patching.
Staff have been preparing for the IRMA Facility Inspections.
Staff repaired 12 streetlights.
Staff are performing daily repairs and maintenance on the snow & ice control fleet.
Staff completed 46 Julie Locates since February 2, 2026.
Since February 2, 2026, staff have responded to 2 snow & ice control events, traveling 300 miles and using a total of 44 tons of salt.



Village of Sugar Grove Initiative Fiscal Year 2025-2026 -FEBRUARY

Initiative	Time in Months	Estimated Cost	Actual Cost	FY25-26 Departmental Measurable Objective	Update	VB Discussion Target Date(s)
ADMINISTRATION DEPARTMENT						
1 Update Village Code	12			Work with new Village Attorney to update portions of the Village Code that haven't been reviewed in several years.	Updated sections for the Treasurer and Village Engineer. Work on this topic continues.	
2 New Village Board Member Packets	4			Create new member packets, coordinate meetings/tours with Department Heads, and coordinate/facilitate any required training (OMA, FOIA, ecta)	Met with new members and provided a tour the the Police Department prior to the renovations. The Village Clerk provided welcome packets.	
3 Update Website+B7:J7	12			Review and update the Village Website. Work with vendor to make the website more transparent and easier for residents to use. Improve access to Village forms and documents.	The front page was updated for better usability, and outdated pages were reviewed and refreshed to include current information. Keep checking for broken links, remove outdated pages, and improve the page's overall ease of use.	
FINANCE DEPARTMENT						
1 Implement BS&A Online for Residents, Contractors & Vendors	8	N/A		Implementation of BS&A Online by end of Calendar Year 2025. This change will integrate BS&A with all Residents, Vendors and Contractors. Allowing for a full service portal for external users.	Met with BS&A to discuss receiving an estimated monthly cost proposal in moving to BS&A Online Payments system. The Village Attorney reviewed our contract with Invoice Cloud, our current provider, and we might only be able to get out of the contract after our term of 5 years.	
2 Complete Comprehensive Salary Survey	4	\$ -	\$ -	Every 3 years, a comprehensive Salary survey is conducted for every position within the Village. This is compared to the surrounding comparable and competitive communities to determine where the Village sits within the Market for each position	The Salary Survey data has been received. Review and analysis was completed on each position title and range. Recommendations for potential adjustments have been presented to the board.	
3 Clean Up of Software System	8	\$ -	\$ -	As we are now in our new system within the Cloud, Staff will begin to conduct a clean up of the system to remove/update out dated information that has been carried forward from the prior system before 2016, and the on-premise system since 2016 for BS&A.	This is ongoing and Staff is in process of cleaning up the system as items are discovered.	
COMMUNITY DEVELOPMENT DEPARTMENT						
1 Work with the Economic Development Department to develop a Downtown Master Plan	12	\$ 10,000		Obtain a CMAP grant and retain a consultant to assist in drafting the Master Plan.	Did not received grant	
2 Update the Village's PUD Ordinance	6	\$ 5,000		VB approval (ordiance)	Need to see if current board has interest in this	
3 Comprehensive sign regulations amendment: current regulations are not in-step with latest US Supreme Court Decisions		\$ 12,000		VB approval (ordinance)	Need to see if current board has interest in this	
4 Building Code comprehensive update	8	\$ 12,000		VB approval (ordinance)	Bringing back before VB in December	
5 Convert CD records to a digital format				5,000 oversized plan sheets, 500 permit files and 100 resource materials during FY25-26	scanning in progress	



Village of Sugar Grove Initiative Fiscal Year 2025-2026 -FEBRUARY

Initiative	Time in Months	Estimated Cost	Actual Cost	FY25-26 Departmental Measurable Objective	Update	VB Discussion Target Date(s)
ECONOMIC DEVELOPMENT DEPARTMENT						
1 Work with the Community Development Department to develop a Downtown Master Plan	12	\$ 10,000		Obtain a CMAP grant and retain a consultant to assist in drafting the Master Plan.		
2 Develop a Strategic Plan for the Sugar Grove Economic Development Corporation	12			Present the Strategic Plan to the Village Board.		
3 Develop a comprehensive new database of available sites	8			Launch the database.		
POLICE DEPARTMENT						
1 Establish a temporary off-site location for the police department to operate out of during the construction stage of the PD remodel	8	unknown		Prepare the police department contents for re-location to another location and temporary set-up and/or storage of items during the remodel of the existing facility.	Staff worked with the potential sites and a lease agreement with the building ownership will be forthcoming at the July 1, 2025 Board Meeting. Police with the assistance of Public Works began moving the contents of the PD over to the new temporary site beginning the 2nd week of August.	July 1, 2025 VB mtg- Lease Agreement Approved by the Board and copy presented to landlord. Move in is anticipated in late July into August 2025 to the new temporary site located at 92 Frontage Road. Police Department with the help of Public Works began to move to the new temporary site over the 2nd week of August.
2 PD Facility Enhancements	12	\$ 5,600,000		Take working concept plans to full architectural design and bidding of the expansion and remodel of the police department. Bid construction in the late spring for anticipated fall 2025 construction.	Bids were opened on August 7, 2025. The bid will be presented to the Board on August 19. PD remodel and addition began in September 2025. The VB is being updated via the PD Staff Report with more detailed information. The footing and foundation walls for the addition have been poured, plumbers, mechanical HVAC, and electricians have been working in the facility. Full building permit has been issued after resolving an item with Fox Metro. The construction is in full swing.	8/19/2025 The Board will be updated on the project costs based on the bid opening from August 7. Nine categories were bid for this project with the lowest responsible bidder and other soft costs are approximately \$6.8million dollars. February 3rd 2026 Board Meeting Cordogan Architects presented an update to the project for the VB.
3 Update the Village's Emergency Operation Plan	12	\$ 3,000		The Village Emergency Operation Plan will be re-written to current best practices and standards. Every Village Department will have input into the plan before being presented to the Village Board.	The State of Illinois has been revamping rules and requirements of the overall plans, and more direction from their rule-making authority is still a work in progress. Agencies have been told to hold off on making any changes until they finalize their rules.	
PUBLIC WORKS DEPARTMENT						
1 Black Berry Creek Pedestrian Bridge ITEP Project	12	\$ 576,000		Construction/Completion	Project Complete!	
2 Wheeler Road STP Repaving Project	8	\$ 130,000		Construction	Project Complete!	
3 Water System Valve Maintenance Project	36	\$ 100,000		Continue Location and Operation of Valves	Fall schedule	
4 Crosswalk at US 30 at Municipal Drive	12	\$ 150,525		IDOT Approval, Project Bid 2026	Cross Walk is open, landscaping will be completed in the spring.	Fall
5 Merrill Road STP Repaving Project	8	\$ 130,000		Construction	Bids opened August 1st, waiting for IDOT to award	TBD
6 IL Rt47 & Park Intersection Improvements	24	\$ 317,000		IDOT Approval, Project Bid 2026	Bids opened February 6, 2026.	17-Feb-26
7 West Wheeler Road Reconstruction/Paving	12	\$ 300,000		Construction	Project is complete.	
8 Annual Road Program & ADA Transition Plan	12	\$ 1,235,000		Constuction	Project is complete!	
9 Maple Street Reconstruction Engineering	12	\$ 125,000		Design Engineering	Working with EEI too complete a IEPA low interest loan.	TBD

Updated
Complete