



STAFF REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: SCOTT KOEPPEL, VILLAGE ADMINISTRATOR
DATE: FEBRUARY 3, 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 is in contact with the Village Attorney and IDOT on the matter.
3. **Budget** – Staff began work on the 26-27 budget.
4. **Economic Development** – In the absence of an Economic Development Director the Village Administrator is meeting with potential businesses.
5. **Investment Meeting** – Staff met with the investment committee to make recommendations on how to invest funds.
6. **Internship Program** – Staff met with Waubonsee and Aurora University to discuss a potential internship program.
7. **Airport Solar** – Staff attended a meeting with the airport solar developer as they work towards permitting.
8. **Social Media** – Staff is collaborating with other agencies to promote community events.
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 2, 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 have been hard at work entering requests for the Fiscal Year 26-27 Budget. Internal Budget meetings for the General Fund will take place during the first week of February.
- **Grant Reimbursement.** Staff have submitted the required quarterly reports and reimbursement requests totaling \$65,096.96 for the US 30/Municipal Drive Pedestrian Crossing DCEO Grant. The reimbursement request has been approved, and we expect to receive payment in February.
- **W2s and 1099s.** W2s and 1099s have been distributed and submitted to the State.

Training:

- N/A



STAFF REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: DANIELLE MARION, COMMUNITY DEVELOPMENT DIRECTOR
DATE: FEBRUARY 3, 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.
Economic Development Corporation – attended the EDC board meeting.
Potential Development – met with a potential developer.
Budget Meeting – met with fellow staff to go over budget items.
Airport Solar – met with the applicants and fellow staff.

Tasks/Updates:

Route 47 Wings & Tavern – issued final occupancy, opening soon.
Lennar – mass earthwork about finished, they are beginning on the underground work. Gave warnings about construction hours. Closely monitoring construction.
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: JANUARY 29, 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 January online training focused on new Illinois laws that took effect on January 1. Topics covered included Response to Missing Person Reports, No Ordinance Tickets for Students in School, Removing Squatters for Criminal Trespass, Immigration Enforcement Deterrence, Towing For-Sale Vehicles with Altered VINs, Child Pornography Terminology Change, Elements of Grooming, Definition of Stalking, Cosmetic Body Modification Restrictions, and Prohibited Off-Site Sales Locations for Vehicle Dealers.
- Department-wide monthly defensive tactics training for January included Defensive Counterstrikes.
- 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 are completing their fourth week of sixteen.
- Chief Rollins participated in a four-hour virtual training session put on through the Illinois Law Enforcement Training and Standards Board Executive Institute covering Organization Risk Management.

Administrative:

- Chief Rollins attended the Department Head meeting at the Village Executive Office on January 20th.
- Chief Rollins and Administrative Officer Hanold participated in the Board of Police Commissioners meeting held on January 21.
- Chief Rollins and PW Director Merkel attended the Security Hardware and Access Control meeting held at the PD construction site to review security parameters and devices on January 22.
- 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 January 22.
- January 25, a water pipe at our temporary police facility burst due to the extreme

temperatures, causing water damage to the facility.



- Chief Rollins attended the Department Head meeting at the Village Executive Office on January 27th.
- Chief Rollins and staff have been working on the next Fiscal Year General Fund Budget and data entry over the past couple of weeks.

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.

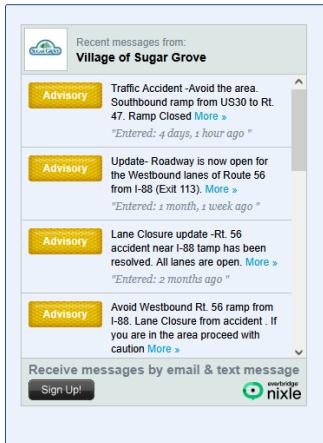


- Speed Radar Pole Signs:
 - Unit # 1 – not deployed during this time frame
 - Unit # 2 – not deployed during this time frame

Emergency Preparedness:

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

COMMUNITY ALERTS



- The weekly silent test of the Emergency Warning Sirens occurred on January 26th at 08:10 a.m. — All sirens are working correctly.

SYSTEM 4000 CENTRAL CONTROL INTERROGATION SUMMARY

SUGAR GROVE

Site	Command	Output	Input	Batt
AU18	01/26/26 08:10 AM SILENT GRL command.	PASS	PASS	PASS
SG01	01/26/26 08:10 AM SILENT GRL command.	PASS	PASS	PASS
SG02	01/26/26 08:10 AM SILENT GRL command.	PASS	PASS	PASS
SG03	01/26/26 08:10 AM SILENT GRL command.	PASS	PASS	PASS
SG04	01/26/26 08:10 AM SILENT GRL command.	PASS	PASS	PASS
SG05	01/26/26 08:10 AM SILENT GRL command.	PASS	PASS	PASS
SG06	01/26/26 08:10 AM SILENT GRL command.	PASS	PASS	PASS

Police Building Construction Development Update:

- On January 29, Village Administrator Koeppel, 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.
- Drywall is being hung in portions of the building, giving the rooms visual shape within the designated spaces.
- 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 preparing the site for interior concrete flooring work next week, on Tuesday, February 3. They are soundproofing some workspaces while the drywall installation is underway.
- On-site meetings are happening daily.



Change Orders: -

- Change Order # 1 \$3,350.00 for putty 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: JANUARY 28, 2026

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

Meetings:

Attended a meeting with the BNSF to discuss the Main St crossing improvements related to the IL 47 widening project.
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 started on October 27, 2025, the stone base and concrete portions of the project are complete. Paving was completed on Saturday November 22, 2025. Striping has been completed; we are currently waiting for electrical equipment to arrive and be installed.

IL 47 & Park Ave. intersection improvements. Bids will be opened on February 6, 2026. The results will be presented to the Village Board at the February 20, 2026, Village Board meeting for approval.

Public Works Daily Operations:

Staff repaired a broken water main on Terry Drive.
Staff replaced the Stop sign at Park and Division that was damaged by an auto accident.
Staff completed several parkway tree removals/trimming.
Staff completed Village wide pothole patching.
Staff have started preparing for the IRMA Facility Inspections.
Staff replaced the quite zone delineators at the Gordon Road crossing.
Staff are performing daily repairs and maintenance on the snow & ice control fleet.
Staff completed 36 Julie Locates since January 14, 2025.
Since January 14 staff have responded to 8 snow & ice control events, traveling 2036 miles and using a total of 325.5 tons of salt.